



MAINTENANCE AND INSPECTION

Maintenance and inspection of facilities and school sites are important functions of the Board of Education. It is through regular inspection and appraisal of facilities and grounds that the Board is able to plan for on-going and scheduled maintenance of buildings and grounds, and provision of facilities to meet the educational and physical needs of students.

PROCEDURES

1. *Responsibility of Principals*

- a. The principal is responsible on an on-going and daily basis for the supervision and monitoring of the general maintenance of the school and its grounds. The principal is to establish in-school procedures for reporting general maintenance and repairs required in the school and on the school grounds.
- b. The caretaker and principal are to establish procedures for monitoring the school grounds, equipment, and facilities. Minor items in need of attention are to be carried out by the caretaker. Major items are to be reported to the Manager of Facilities.

2. *Review of Facility*

- a. The principal is to submit recommendations for facility repair and minor renovations to the Manager of Facilities for consideration in the Board's budget process.

3. *Playground Development*

- a. Community groups and School Community Councils that are contemplating development of a school playground are to work in conjunction with their principal and the Manager of Facilities.
- b. Safety, accessibility and equipment standards as detailed by the Manager of Facilities must be adhered to in all aspects.
- c. Details as to actual construction involving tenders, purchasing, and contracting services are to be in accordance with school division directives provided by the Manager of Facilities.
- d. School property development, when allocated for off-street parking is to be consistent with the long-range development of playgrounds and represent a safe condition for students.

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