

FACILITIES PLANNING

Background

The Superintendent of Business is responsible for the regular operation and orderly development of Prairie South School Division facilities. In order to efficiently manage present and future facility needs, the Superintendent of Business and Operations is to prepare and maintain a three-year Preventative Maintenance Renewal Plan forecasting expenditures anticipated for new school buildings, major renovations, and other major capital expenditures for which borrowing of funds may be necessary.

Procedures

1. Preventative Maintenance Renewal Plan

- 1.1 The Preventative Maintenance Renewal Plan is to be maintained by the Facilities Manager in collaboration with the Superintendent of Business, Superintendent of Operations North and the Director of Education.
- 1.2 The plan is to include:
 - Demographic review and enrolment analysis
 - Current or proposed new construction
 - Current or proposed additions
 - Current or proposed alterations or reconstruction
 - Major repairs.
- 1.3 Projects will be prioritized with the following rating system:
 1. Emergency Items
 2. Life cycle: Health & Safety – Priority given to items that are at risk of imminent failure or at the end-of-life cycle
 3. Functional Upgrades to Improve Learning
 4. Facility Retrofits – Covers any area of interior or envelope that is not included in the above items.

These items will be ranked High, Medium or Low within each priority.
- 1.4 Proposals pertaining to educational specifications of new buildings and those undergoing significant remodeling are to be developed in consultation with a defined group of stakeholders as defined by the Director of Education.

2. Buildings, Grounds and Major Equipment Updates Requested as School Projects

- 2.1 Plans to update the grounds, add playground equipment or other structures or to make changes in buildings must be made in coordination with the Facilities Manager and applicable Superintendent of Operations. Plans for the purchase of major capital equipment must be made in coordination with the applicable Superintendent of Operations. Facilities may need notification if there will be needs like extra electrical, data cabling, etc.

- 2.2 To initiate a project a Project Application form must be completed and submitted to the Superintendent of Operations for that school. The Superintendent will inform other departments as required. All requests must be such that all applicable code and standards requirements are met.
- 2.3 Projects not funded 100% through school generated funds must be applied for by February 1 and be discussed as a budget item for the coming year. Projects funded 100% through school generated funds may be able to proceed once approval has been obtained from the Superintendent of Operations and once 100% of the required funds are in place. When funds are raised charitable receipts may be made available if the donation is paid to the school division. People donating funds must know the purpose of the funds being raised.
Board approval may be required for projects that were not approved as part of the budget process.
- 2.4 If the project is a budget item the Superintendent of Business will inform the school if the request was approved or denied as a part of the budget process.
- 2.5 Once a project is approved any need for quotes or tenders will be coordinated through the business department to ensure compliance with trade agreements and competitive bidding requirements.
- 2.6 There will be post-approval meetings involving all required departments to plan and coordinate the project for the best possible outcome.
- 2.7 These projects do not involve matching board funding.

Reference: Sections 85, 87, 343, 345, 347, 350 Education Act
Sections Part X1X.3, 77, 79 Education Regulation

June 6, 2023