

## Administrative Procedure 541

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# FACILITIES MAINTENANCE

### Background

The life of District facilities, which constitute a major capital investment, can be extended by timely and proper maintenance. An annual maintenance program shall be developed to provide repairs and preventative maintenance of the grounds, buildings, equipment, furniture and fleet. Maintenance activities will be initiated through:

- Standing activities such as custodial services, grass cutting, snow removal, and servicing crews;
- Requisitions raised by the building occupants;
- Requisitions raised by the maintenance staff.

The maintenance budget will be established annually during the budget development process.

### Procedures

#### 1. Work Orders

- 1.1 All non-emergency maintenance services work is carried out in response to requisition-generated work orders processed through the web-based District computerized maintenance management system.
- 1.2 Emergency work will be undertaken as expeditiously as possible, with a work order raised at the earliest convenience.

#### 2. Rotating Maintenance Service Crews

- 2.1 Rotating maintenance service crews may be deployed to provide maintenance to any existing parts of the building or the systems in the building such as carpentry, computer support, electrical, mechanical and painting.
- 2.2 Work carried out by these crews slows or reverses the natural process of wear inherent in occupied buildings or provides repair for predictable 'wear and tear' problems.
- 2.3 Where rotating service is provided, crews work on a schedule to ensure all schools have been visited once before any is visited again. Because schedules are subject to staff availability, and may be interrupted for extended periods of time, a formal calendar schedule is not available.
- 2.4 The list of corrective work to be undertaken shall be prioritized by the Principal or designate and entered into the District computerized maintenance management system prior to the crew's arrival on site.

- 2.5 When the Crew arrives at a site, they will report to the office to confirm the time frame they will be onsite. While there they will:
  - 2.5.1 Complete any non-emergent requisition items required to maintain the existing building, equipment or components;
  - 2.5.2 Review other selected items to determine the need for maintenance on items not identified on work orders; and
  - 2.5.3 Report back to the office all work carried out in the building and may request the generation of additional work orders to cover work done that was not identified on existing work order requests.

### 3. Emergency Calls

- 3.1 The following items are to be phoned to the Maintenance Office for consideration of immediate response:
  - 3.1.1 Waterline break,
  - 3.1.2 Vandalism such as a broken window or graffiti on the walls,
  - 3.1.3 Plugged drain causing flooding,
  - 3.1.4 Damage to a fire or intrusion alarm,
  - 3.1.5 Loss of power,
  - 3.1.6 Fire,
  - 3.1.7 Security problem such as an exterior door which will not lock,
  - 3.1.8 Loss of heat, etc.
- 3.2 If there is any doubt, the Maintenance Office is to be called: phone 604-946-5088 for clarification.
- 3.3 The response time may be adversely affected by the extent of similar problems throughout the District.

### 4. Grounds Crew – Winter Maintenance

- 4.1 The grounds foreman shall establish a schedule for grounds maintenance at each school during the period November to February.
- 4.2 The crew will remain on site for three to five (3 to 5) days and carry out the following types of maintenance and repairs:
  - 4.2.1 Clean all paved surfaces at site.
  - 4.2.2 Clean all paved area sumps.
  - 4.2.3 Rake leaves and remove other debris from grounds area.
  - 4.2.4 Repair damaged chain link fencing.
  - 4.2.5 Upgrade old chain link fencing to current District standards.

- 4.2.6 Prune and trim trees and shrubs as necessary and as weather will permit.
- 4.2.7 Check and repair/replace playground equipment to eliminate safety hazards.

Reference: Sections 20, 22, 23, 65, 85 School Act  
Occupational Health and Safety Regulation  
National Building Code  
National Fire Code

## Administrative Procedure 541 – Appendix

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### MAINTENANCE REQUESTS

#### Vandalism and Emergencies

Where areas have been damaged by vandalism or where immediate action is required such as a broken water line, loss of heat, roof leak, the Maintenance Department should be contacted by phone 946- 5088. If the problem is identified after normal working hours, the monitoring company should be advised by phone 731-4126.

#### Maintenance Requisition Process

The requisition (Form 541-2) is to be used for maintenance items which cannot be completed by the service crews; i.e. the task force takes longer than two (2) hours to complete. A brief statement of the problem or requirement is to be provided.

1. Requisition received by maintenance secretary, date stamped and passed to Maintenance Manager.
2. Maintenance Manager approves or returns the requisition.
3. Maintenance Manager distributes approved work orders to the appropriate foreman or tradesman, who shall see that the work order carries the name of the foreman who is responsible for completion of the work, on the lower right hand corner. The foreman will obtain materials and will determine priority of the work orders in accordance with District goals and objectives. The foreman will schedule work orders to efficiently make use of manpower and coordinate with the service crew schedules.
4. Where a requisition requires the attention of more than one (1) section, work orders for each section will be printed by the maintenance secretary so each foreman is aware of his responsibility for completion of work.
5. Completed work orders and requisitions shall be initialled as completed by the tradesman, signed, dated and returned to the maintenance secretary who will match them with the numbered requisition on file, and return the file copy to the school marked completed.
6. Where a work order will exceed the normal three (3) week response, building manager will receive prior notification with reasons.

Reference: Sections 20, 22, 23, 65, 85 School Act  
Occupational Health and Safety Regulation  
National Building Code  
National Fire Code