

AVON MAITLAND DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURE

NO. 570

SUBJECT: MAINTENANCE, REPAIR AND CARE OF PROPERTY

Legal References: *Education Act: Section 265 Duties of Principal: Care of Pupils and Property; Section 286 Duties of Supervisory Officers: Supervise Buildings and Property; Ontario Regulation 298 Operation of Schools Section 11 (3) (l) Duties of Principals: Inspect School Premises and Report*

Related References: *Administrative Procedure 410 Environmental Health and Safety; AP 411 Workplace Hazard Notification and Investigation; AP 530 Playground Equipment*

1. Reporting Property Issues

This administrative procedure gives direction to school administrators regarding the reporting of maintenance, repair and property issues.

2. Administrative Procedures

2.1 Improvements

To request alterations or upgrades to facilities, principals will submit an eBase Work Order for review and approval.

2.2 Repairs

- 2.2.1 Emergency Repairs: The principal/custodian will telephone the appropriate service provider and follow up eBase Work Order.
- 2.2.2 Preventive Maintenance: The school custodian and appropriate preventive maintenance staff, or designated contractor, will inspect building components and report deficiencies to the facilities services officer.
- 2.2.3 General Repairs: The facilities services officer will arrange for repairs arising out of the preventive maintenance inspection. All other repairs are to be submitted to the facilities services officer as an eBase Work Order Request.
- 2.2.4 Snow Load: The custodian, in consultation with the principal, will check the roof for snow load, record in "daily salting and sanding logs" and notify the facilities services officer who will arrange for snow removal as needed.

2.3 Maintenance

- 2.3.1 All non-emergency plant maintenance requests are to be recorded and passed to the appropriate custodian for action. If the minor request is beyond the custodian's capabilities, the principal or custodian will complete an eBase Work Order Request.
- 2.3.2 The maintenance crew will receive notification of this work order and will schedule repairs based on priority and availability.