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The Operations and Maintenance Department is committed to ensuring that all students, administrators, teachers and communities have facilities that are safe and healthy.

Our responsive maintenance program promotes confidence in learning within all school buildings.

To facilitate the above, we endeavor to comply with Alberta Infrastructure Standards and Guidelines for all division owned buildings. See the FVSD Appendices for the Operations and Maintenance Manual for details.

The O&M Department consists of a Supervisor of Maintenance, Two Journeyman Plumber/Gasfitters, Master Electrician, Two Maintenance Men and a Projects Carpenter.

Contracted services are utilized in emergent situations or when other professional and technical services are required.

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## **Contracted Services requested by School Principals**

Prior to contacting any external contractor to obtain services, the School Principal shall contact the Supervisor of Maintenance to ensure the services wanted are in compliance with all codes (ie: Building, Fire, Electrical and Plumbing Code) and with authorities having jurisdiction.

The Supervisor of Maintenance will assist requester with directions regarding request or may also coordinate the request.

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## **Custodial Services**

Custodial supervision is the responsibility of the School Principal (see FVSD Forms - Custodial Services Area Inspection Form). This includes personnel management and supplies and equipment budget. Training is managed by the Maintenance Department. Topics range from cleaning practices to managing time effectively. Training costs are paid for by the Maintenance Department.

The Maintenance department should be involved in the selection of new equipment to ensure highest quality.

The head custodian of a school is responsible to check the building on a daily basis to confirm the proper operation of all heating and ventilation and verification of the security of the facilities as per support staff agreement.

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## **Damages or Losses of School Division Property**

Damage, destruction, or loss of School Division property or equipment must be reported to the Secretary-Treasurer and/or the Supervisor of Maintenance.

### Guidelines

- The costs of repairs shall be established by current rates.
- Restitution for equipment destroyed shall be the actual cost of new replacements.
- The Principal shall make the necessary arrangements with the Supervisor of Maintenance for security of the building.
- Restoration requiring carpentry, custodial services, or other will be managed by the Maintenance Department. All efforts will be carried out to prevent loss of educational time.
- Vandalism reporting forms are available through the Maintenance Department. Forms have small scale floor plans on reverse side to mark the location of damage.

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## **Emergency Generators**

Schools with Emergency Generators serve as a backup power supply to retain heating, telephone, and emergency lighting. See FVSD Appendices Emergency Generator Information Chart for detailed information to each building.

Schools that have Emergency Generators are:

Blue Hills Community School, Buffalo Head Prairie School, Ridgeview Central School, La Crete Public School, Hill Crest Community School, Fort Vermilion Public School, Rocky Lane Public School, Florence McDougall School, Rainbow Lake and Zama City Schools.

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## **Fire Alarm Systems**

All school buildings are equipped with a fire alarm system. The system is linked to the school security system which communicates electronically to the monitoring station. In the event of it being activated (tripped alarm); both the Fire Alarm panel and the security system must be re-set after fire investigation is complete. Reference in operating the security system is to be made with your security system ID card. General operating instructions will be conducted by the Maintenance department on an annual basis. (Detailed instructions are accessible through the FVSD Admin Centre by viewing the Building Profile)

In the event of an alarm, the monitoring station will dispatch the fire department unless otherwise directed.

Before conducting a fire drill, a call must be made to the monitoring station to advise them of the planned drill. If this is not done, the local fire department will be dispatched to your school and the cost will be borne by the school.

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## **Fire Sprinkler Systems**

Several schools are equipped with automatic sprinkler systems. They are: Spirit of the North Community School, La Crete Public School, High Level Public School and Buffalo Head Prairie School. General operating instructions are available for school principals from the Maintenance Department. Instructions are included in Life Safety Procedures. (See Building Profile)



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## **General Service Request Procedures**

The secretary of each school completes the service request, entering the **type**, and assigning a **priority ranking**, as much detail as possible should be submitted. If it is an urgent request, telephone, and follow with an e mail to the Supervisor of Maintenance at 1-780-841-2910 and or e mail [dand@fvsd.ab.ca](mailto:dand@fvsd.ab.ca)

Requests are typically processed daily by the maintenance secretary. Requests are reviewed / edited and assigned to the appropriate personnel (Carpentry, Plumbing/Heating, Electrical, Grounds). If the priority ranking, status or notes are added or changed; the requester will receive an automated email notifying of changes.

Using the notes section improves tracking of service requests.

Upon completion of a service request, the requester will again receive an email indicating that the service request has been closed.

### **Minor Alteration Projects**

Schools educational environmental needs change and as a result may require minor and or major modifications to the facility. An Asset Planner service request submission should be used.

**All project requests regardless of size or scope must be coordinated through the maintenance department.**

**All projects must meet the Alberta Building, Safety, Electrical, Plumbing, Authorities having Jurisdiction and or other applicable Codes that may apply.**

The School Principal will be responsible for all material costs. In some cases, purchased services may be required; the school would assume all costs including labour unless approved by Central Office. In most cases, the labour portion will be completed by the maintenance department at no cost to the school.

Examples of a minor alteration that schools would assume the costs of would include: installation of additional tack boards, changes in millwork, shelving systems, minor space renovations, additional security cameras etc.

Projects that are of significant scale and scope or require completion during the summer must be requested for by April 30<sup>th</sup>. Smaller projects that can be completed during shorter breaks shall be applied for no less than four weeks prior to break time.

Any work that is deemed as not being part of the division goals or has no educational purpose will be a cost to the school. Projects such as these may not be approved.

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## **Hazardous Materials**

School Principals are responsible for ensuring WHMIS guidelines are followed in the safe handling, storage and removal of hazardous materials and that staff handling hazardous materials have WHMIS certification and follow guidelines.

TDG Guidelines shall be followed when transporting hazardous substances.

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## **Housing Management**

### **Blue Hills, Fort Vermilion, High Level, Rainbow Lake, and Zama City**

The Fort Vermilion School Division may provide, maintain, and lease accommodations for its teaching staff in locations where necessary to retain teaching staff.

Currently, the Fort Vermilion School Division is providing teacher housing in Blue Hills, Fort Vermilion, High Level, Rainbow Lake and Zama City.

Supplied housing varies in type, style and size. Housing is assigned to teaching staff based on a number of variables which are handled by our Health and Safety Officer/Housing Coordinator. Please contact Cory Wright at 780-841-2826 or email [coryw@fvsd.ab.ca](mailto:coryw@fvsd.ab.ca).

Tenants are required to enter into a formal contract with the school board through the Housing Coordinator.

Check-ins and check-outs are done jointly by the Housing Coordinator and the tenant.

A Tenant Information Booklet will be provided by the Housing Coordinator at time of check -in.

### **Housing Maintenance & Property Management**

The Maintenance Department carries out preventive maintenance on all division owned housing units such as servicing of furnaces / hot water heaters, door hardware, fire extinguishers, doors and windows and or other building components.

Tenants are responsible for regular furnace filter replacement.

Fire extinguishers and smoke detectors are inspected on an annual basis. Fire extinguishers are certified annually by a service provider. The Maintenance Department conducts the inspections on smoke detectors.

Tenants are responsible for the replacement of smoke detector batteries.

All maintenance service requests, including property damage or loss are to be directed to the Housing Coordinator.

Housing upgrades, alterations and improvements are dealt with through annual reviews of housing requirements and upgraded accordingly through a senior management approval process.

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Pets are allowed in division owned housing. Refer to Schedule “A” in the Staff Lease agreement point 10 which states: The tenant will exercise reasonable discretion in the keeping of pets. Any and all wear and damage caused by pets shall be the sole responsibility of the tenant. Regard for neighbours shall be part of such reasonable discretion as shall the exercising of acceptable housekeeping practices for the pets.

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## **Indoor Air Quality – Protocol on Mould**

Acceptable indoor air quality in our schools is achieved by regular servicing of air handling equipment, which includes air filter changes and duct cleaning. Custodial services are also an integral part of a healthy learning environment.

In the event of an unexpected moisture condition, the department is using a process developed by the Education Safety Association of Ontario. See Mould Growth Prevention and Remediation Process for more information in the FVSD Appendices. The guide will assist both the building user and operator in making the proper decision for clean-up and remediation.

Prevention of mould is critical to ensure indoor air quality meets an acceptable standard. When moisture is evident, it is important to clean up immediately and notify the Maintenance Department.

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## **Infrastructure Maintenance Renewal (IMR)**

Alberta Infrastructure administers a program designed primarily to maintain the quality of the school environment and to prolong the life of an educational facility through the replacement of specific major building components. IMR funding is provided specifically to upgrade building components to meet health and safety requirements, municipal requirements, replace failed components and modernization projects less than \$250,000.

The Supervisor of Maintenance will communicate with school principals on potential projects. Projects will be approved based on funds available and priority ranking. Priority: # 1 Health and Safety. # 2 Programming Needs. # 3 Other needs or Aesthetics.

IMR funding shall not be used for building operations and maintenance.

### IMR Time Lines:

*September-October* ⇒ Plan, Review & Approve Projects

November ⇒ Principal input

*December-March* ⇒ Contract writing, Tendering Scheduling

*April-June* ⇒ Award projects

July-August. Manage and or conduct projects

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## **Life Safety Systems**

Detailed operational procedures for Life Safety Equipment by individual schools are available in more detail in the FVSD Admin Centre.

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## **Maintenance Service Requests (Work Orders)**

Maintenance requests are to be generated by using the Asset Planner online work order system. <https://assetplanner.com/logon.php>

All service requests shall be approved by the School Principal or designate before the request is submitted. The general nature of a maintenance request should contain detailed information of the item or object that requires service, repair, or replacement and should include the name of the originator in the event more information is needed.

All maintenance requests shall be managed by the school principal or designate to prevent duplication and only one person (normally the secretary) has access to the program.

Asset Planner can be programed to send auto emails to any party wishing to receive activity details.

School capital equipment, and school furniture repair is not the responsibility of the Maintenance Department, but may be contacted for disposal or transport to auction site.



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## **Naming Guidelines**

### **Background**

The Fort Vermilion School Division welcomes the opportunity to honour those who have rendered outstanding service to the Fort Vermilion School Division, to the Province of Alberta, to Canada or internationally. It also welcomes the opportunity to honour individuals whose generous philanthropic benefactions which make possible the construction or restoration of buildings, the development of programs and the establishment of scholarships and bursaries.

### **Scope**

This guides the granting of named recognition at Fort Vermilion School Division for:

- buildings
- part of buildings
- grounds
- programs of service or recreation
- scholarships, bursaries and other student awards
- trophies and other awards for extracurricular achievement
- such other entities as the Fort Vermilion School Division Board of Trustees may from time to time see fit to name in order to recognize service or philanthropic donations

### **General Naming Policy**

- 1) Ultimate authority to accept or decline any proposal to name within the Fort Vermilion School Division rests with the Board of Trustees.
- 2) Ultimate authority to discontinue the designated name of a building, room, or area, or to transfer the name to another building, room, or area within the FVSD rests with the Board of Trustees.
- 3) The acceptance of any philanthropic donation which involves a proposal to name is conditional upon approval of the naming by the Board of Trustees.
- 4) Notwithstanding any other provision of this policy, no naming will be approved or (once approved) continued that will call into serious question the public respect of the Fort Vermilion School Division.
- 5) No name will be approved that will imply the Fort Vermilion School Division's endorsement of a partisan political or ideological position or of a commercial product. This does not preclude a naming with the name of an individual who has at one time held public office or with the name of an individual or a company that manufactures or distributes commercial projects.
- 6) When permanent named recognition has been extended for a gift received, it will be honoured in perpetuity. In the event of changed circumstances, e.g. a facility no longer exists; the Fort Vermilion School Division reserves the right to determine the form which such permanence may take.
- 7) From time to time, it may be appropriate to offer named recognition for a limited period of time. In this case, the Fort Vermilion School Division is

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- obligated to honour the name for that period of time, subject to renewal of the opportunity.
- 8) The Fort Vermilion School Division may choose to extend recognition through a naming (e.g. a named building) after a donor/donors provided that the donor will provide all or a major part of the cost of funding the facility or activity.
    - a. "Major" is deemed to mean either a significant part of the cost, or a contribution which is regarded as central to the completion of the facility or activity, and represents a substantial part of its value.
  - 9) Provisions in this policy that refer to naming for a benefactor also in general apply to naming for a third party at the wish of a benefactor.
  - 10) Only in exceptional circumstances will facilities or activities be named to honour outstanding service of members of Fort Vermilion School Division staff while the honoree remains in the full time employment of the Fort Vermilion School Division. Members of staff making philanthropic donations remain eligible for naming recognition.
  - 11) The Superintendent shall be responsible for maintaining and updating an inventory of named facilities.
  - 12) The Superintendent shall advise the Board on consistent application of current, approved naming policies with respect to philanthropic donations and outstanding service.
  - 13) The Board of Trustees reserves the right to decide on the physical displays which may accompany named recognition.

### **Guidelines to Naming Procedures**

- 1) Individuals contemplating a naming opportunity to recognize outstanding service are to consult with the Superintendent for information and expertise.
- 2) Individuals contemplating a naming opportunity to recognize philanthropic donations are to consult with the Superintendent for information and expertise.
- 3) If a building, room, or area is to be named, the Superintendent shall determine whether the recommendation has the support of the occupants of the building or users of the area and the Fort Vermilion School Division community.
- 4) If the Superintendent is satisfied that the proposal falls within the policy guidelines, or is sufficiently unique to justify special consideration, the Superintendent shall present the application to the Board of Trustees at an in camera meeting.
- 5) The Board of Trustees shall decide whether a formal motion should go forward to the Board at a regular Board meeting.
- 6) The same procedure as outlined above shall be followed when there is a recommendation to discontinue the designated name of a building, room, or area, or to transfer the name to another building, room, or area.
- 7) Where wider consultation is deemed appropriate by the Board of Trustees, a Naming Committee may be struck by the Superintendent to advise him

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regarding a proposed naming. The Committee will include representation from:

- Board of Trustees
  - Central Office Executives
  - Current Occupants of the Building
  - Others recommended by the Superintendent and/or Board of Trustees
- 8) The Superintendent shall bring the Committee's recommendation to the Board of Trustees for a final decision.

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## **Outdoor Play Space and Equipment**

Playground equipment is school capital equipment, which must be visually checked by the School Principal or designate for vandalism, breakage and or weather damage on a daily basis. A form has been developed for this purpose (FVSD Forms - Playground Equipment and Inspection Form). It is advised that the inspection occur at the beginning of each day in the morning before school starts. The inspection will help ensure that the outdoor play space and equipment is safe. The inspection form is designed for a five day period and shall be filed on a weekly basis. When deficiencies are noted and repair is required, principals will follow the Service Request Procedures with the inspection report attached. On a quarterly basis, the Maintenance Department performs inspections on all outdoor play spaces and equipment using a more detailed inspection form. These inspections are conducted by a certified playground equipment inspector. Maintenance and repair to all playground equipment is the responsibility of the Maintenance Department, as per Alberta Infrastructure guidelines. The Maintenance Department may remove equipment when it is deemed unsafe or does not meet the CSA Z 614-07 (R2012) Play Space and Equipment Standards.

Associated costs to maintain playground equipment will be the responsibility of the Fort Vermilion School Division. FVSD Maintenance Department staff are formally trained to conduct detailed inspections and as such would make a recommendation as to whether an outdoor play space is safe for students to continue to use. If not the outdoor play space would have to be removed or repaired. Should costs of repairing playground equipment exceed \$25,000, FVSD reserves the right to make a decision that an outdoor play space / equipment can no longer be utilized and should be removed. This decision would be communicated to the principal of the school and the principal would then enter into discussions as to whether there is sufficient outdoor play space / equipment remaining or a new outdoor play space / equipment would be warranted. If a new outdoor play space / equipment is deemed necessary, a proposal for financial assistance from the School Improvement Fund may be submitted.

The FVSD Maintenance Department will be responsible for the removal of outdoor play space / equipment.

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## Preventative and Scheduled Maintenance

Scheduled maintenance to school facilities are done by the maintenance staff on a monthly basis using the FAME Preventive Maintenance Calendar (see FVSD Appendices).

Compliance is adhered to as per the codes and or guidelines outlined by:

- Alberta Infrastructure
- Authorities having jurisdiction (Mackenzie County, Town of High Level or Town of Rainbow Lake)
- Building, Fire and Plumbing Code
- Occupational Health and Safety Code
- Children's Play spaces and Equipment Code CAN/CSA-Z614-07 ( R2012 )
- Local Health Board

The maintenance schedule is adhered to as strictly as possible, emergent situations may impact the completion of preventative maintenance tasks.

Facility maintenance falls under three principles of our maintenance program (Regular, Preventive and Emergent maintenance) – The expected results should be:

- Clean, healthy, and safe learning facilities through:
  - **Regular Maintenance** – (example: greasing the bearings of an electric motor, oiling door hinges and hardware).
- Longevity of learning facilities through:
  - **Preventive Maintenance.** (example: replacing the bearings at predetermined schedules, replacing hinges and hardware prior to failure).
- Minimum damage to facilities and equipment through
  - **Emergent Maintenance** – (example: replacing the bearings, hinges, or hardware when they fail prematurely).

Services include the day to day structural operations of school buildings, examples include: utilities and energy management, heating, ventilation, structural, and architectural maintenance, security of schools, responding to emergencies, grounds and playground equipment maintenance, water hauling and waste disposal.

Other maintenance and or management of projects includes

- Roofing
- Flooring
- Window glazing and bug screens
- Door and window hardware
- Painting
- Mechanical Systems

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- Heating boilers
  - Air handling systems and controls
  - Domestic hot and cold water supplies
  - Sewage systems
  - Back flow prevention
  - Fire protection (extinguishers and sprinkler systems)
  - Kitchen fire suppression and exhaust systems
  - Electrical Systems
  - Emergency lighting
  - Fire alarms
  - Security Systems
  - P. A. and Telephone Systems
  - Custodial Training

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## **Responding to Intrusion Alarms**

The alarm company will call key-holders, when two or more sensors are tripped. Two sensors indicate a high probability that the intrusion is not a false alarm. Single tripped internal sensors are typically ignored.

In the event that you are called out due to an intrusion alarm - after hours, check your floor plan and location of sensors that have been tripped. This will help in identifying the safest entry. Wait for the Police.

The alarm company will call the police unless you ask them not to. It is advised to have the Police respond.

Proceed to the school in escort with the Police and, if possible, check the exterior of the building for entry or damage. Stay in your vehicle while driving around the building. Do not enter the building unless the police are with you.

If a building has been vandalized, please advise the Supervisor of Maintenance and the Secretary-Treasurer.

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## **School Improvement Fund**

The Fort Vermilion School Division recognizes the importance of community partnerships. The Fort Vermilion School Division does not receive funding for outdoor play spaces / equipment; however, the division recognizes their importance. In addition, there are other community partnerships where our community is utilizing our schools. An example of this is community kitchens in our schools. As a result, FVSD is willing to partner with schools / school councils in the funding of school improvement projects.

Upon the approval of proposals submitted to FVSD by a school / school council, the lower of \$50,000 or 50% will be designated for school improvement projects. A valid proposal would fulfill the following criteria:

- Completed using the approved FVSD proposal template (FVSD Forms – School Improvement Proposal).
- Present a timeline for the school project to be completed in the summer following the proposal.
- Proposal is received by the FVSD Secretary-Treasurer by April 30th of a school year. It is after this time that all proposals for that school year would be reviewed.
- Proposal is complete with valid purchase and installation quotes.
- All remaining and necessary funds are available to complete the project.

## **Proposal Review and Selection**

If more than one proposal is received in a school year, the Secretary-Treasurer will:

- Review all proposals to ensure that each proposal fits the criteria of a valid proposal.
- Establish a School Improvement Proposal Review Committee. The review committee would involve a Trustee from all affected wards, the Supervisor of Maintenance and the Secretary-Treasurer.
- Lead the committee in analyzing the proposals, making a selection and communicating the decision to all schools / school councils which submitted a proposal.

The Maintenance Department must be involved in the process of selecting a supplier and selecting the method of installation. All FVSD Policy and Guidelines must be followed with respect to safety and finances.



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## **Security Systems**

All schools are equipped with a security system. These systems communicate with a monitoring station (Armstrong Monitoring through Lion Safe Security - Edmonton) on a continual basis. Typically all doors are monitored along with numerous motion detectors.

Security system key holder records and user ID cards are updated as needed. This process is managed by the secretary of the maintenance department.

It is critical when operating the security systems that the first person in the building disarms and the last person out will re-arm again. This practice maximizes the unoccupied armed time to 100%.

Activity reports will be provided upon request by the school principal.

Systems are tested annually and repaired as needed. Caller lists, pass codes and user names are updated annually and/or as needed. Any information changes (additions or deletions of cardholders) must be requested through the Supervisor of Maintenance and or the Secretary for Maintenance.

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## **School Grounds Maintenance Program**

Snow removal is performed by contracted services and by In-house staff at some locations. Rainbow Lake, Zama, High Level, Rocky Lane, Fort Vermilion, Hill Crest, Buffalo Head and Blue Hills schools are serviced by contracted services.

School sidewalks are maintained by the Head Custodians.

Lawn maintenance is performed by contracted services and/or in-house arrangements. The Maintenance department owns and operates a small stand-by unit to assist when needed. Lawn maintenance includes grass cutting, weed trimming and basic garbage clean up.

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## **Video Surveillance Security Systems**

Schools are equipped with an IP based Digital Video Recorders. The units are web based compatible/accessible. These systems do not communicate with the monitoring station or any other device. They are stand-alone school specific systems, capable of storing a significant amount of history; therefore if a moment in time needs to be saved, it can be burned onto a CD or thumb drive. The system should be checked by school Secretary on a regular basis to ensure of it operation.