

Administration shall maintain and operate the physical facilities in the school system under the direction of the Director of Facilities. The Director of Facilities is responsible for maintaining various schedules including but not limited to preventative maintenance, school maintenance, grass cutting and painting. Job descriptions and responsibilities will be on file for each position in the Facilities Department.

## **Maintenance Schedule**

The Director of Facilities will prepare and keep an updated “Maintenance Schedule” for all schools and buildings under the jurisdiction of the Division. Copies will be forwarded to Supervisors.

1. Energy Conservation  
Where feasible, Administration supports measures which help reduce energy consumption in its facilities. The Director of Facilities will ensure that annual maintenance is performed as required in consideration of energy conservation. School Administrators and Supervisors will be cognizant of the need to conserve energy. All staff will take steps to ensure unused lights are shut off, and that doors and windows are closed during inclement weather.
2. Workplace Hazardous Material Information System (W.H.M.I.S.)  
Administration recognizes its legal responsibility to implement Federal and Provincial W.H.M.I.S. legislation.

The Director of Facilities will be responsible for coordinating the Divisional W.H.M.I.S. and for:

- 2.1 Ensuring that controlled products used at Division work sites are labelled according to W.H.M.I.S. requirements.
- 2.2 Ensuring that an M.S.D.S. (Material Safety Data Sheet) is available for each controlled product used in the workplace. These are available from suppliers.
- 2.3 Establishing and maintaining an education and training program for workers who may be exposed to workplace hazardous materials. The education program should include:
  - Instructions with respect to the product identifier
  - Instruction on the content required on the supplier and workplace label and the purpose and significance of the information contained on the label
  - Instruction on the content required on an MSDS and the purpose and significance of the information contained on the MSDS
  - Procedures for the safe handling, use, storage and disposal of controlled products used in the work-place, including controlled products used in piping systems and vessels
  - Procedures to be followed in the case of an emergency involving a controlled product and fugitive emissions of a controlled product.

## **Requests for Improvement**

School Principals requesting repairs or improvements to facilities are required to complete appropriate requisitions by providing pertinent details. Requisitions are then forwarded directly to the Facilities Department for consideration and assignment.

## **Emergency Repairs**

School Principals may by-pass the normal requisitioning process by placing a direct call to the Facilities Department or to Regional Office when emergency repairs are required (i.e. flooding, leaking of a roof, fire hazards or situations that may pose a danger to staff, students or public).

## **Custodial Services**

Custodial services will be filled by contract at a rate set by the Board following budgetary guidelines. School Principals and the Director of Facilities are responsible for the contracting and supervising of custodians for their schools. A job description that outlines the responsibilities of the custodians for each school will be developed and form part of the contract. During the months of July and August, custodians shall be responsible to the Director of Facilities.

## **Grounds**

Administration recognizes the importance of attractive school grounds. Trees, in particular, make an educational and environmental contribution and add to the aesthetics of the school grounds.

Administration, in conjunction with local municipalities, will endeavour to establish and maintain trees and shrubs on school grounds.

## **Repair and/or Replacement**

Repairs or replacement of equipment is the responsibility of Administration.