



## Facilities and Equipment Maintenance

### Background

KTCEA is committed to maintaining safe and caring learning environments and workplaces for students and staff. KTCEA is also accountable to its broader communities for the effective management, stewardship and planning of all capital assets required for the delivery of K-12 education.

### Guidelines

KTCEA will maintain its buildings and equipment to meet National and Provincial building standards, codes, regulations and requirements.

| #  | Procedure  | Roles & Responsibilities  |
|----|--|---|
| 1. | School buildings and equipment will be maintained at a level consistent with provincial code requirements and safety standards.  | Superintendent, Principals  |
| 2. | KTCEA will periodically evaluate the physical condition of its facilities and equipment and identify both deficiencies and desired enhancements.   | Operations and Maintenance Manager  |
| 3. | Each year, as part of the operational planning and budgeting process, the Education Authority will prioritize facility and equipment maintenance projects and reflect these priorities in the recommended allocation of resources for budgeting purposes.  | Associate Superintendent Facilities & Operations, Operation and Maintenance Manager             |
| 4. | A comprehensive Operation and Maintenance Manual will be prepared for each school including <ul style="list-style-type: none"> <li>4.1 Routine maintenance items that are conducted on an ongoing basis.</li> <li>4.2 Required scheduled preventative maintenance on components such as air handling units, light fixtures furnaces, grounds keeping, etc.</li> <li>4.3 Operating instructions for major building components and equipment.</li> </ul> | Associate Superintendent Facilities & Operations, Operation and Maintenance Manager, Custodians |

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|----|---|--|
| 5. | The Associate Superintendent Facilities & Operations is responsible for preparing and submitting an annual budget to meet major capital repair or replacement items such as roof replacements, HVAC renewal, or structural repairs, and will prepare and submit applications to external agencies for any capital grants that are required to meet facility needs.  | Associate Superintendent Facilities & Operations   |
| 6. | The Operations and Maintenance Manager is responsible for developing and implementing a full maintenance program for all KTCEA buildings and equipment.   | Associate Superintendent Facilities & Operations, Operation and Maintenance Manager            |
| 7. | <p>A school readiness inspection will be carried out each year within the last 2 weeks of August to confirm the school is ready for operation.</p> <p>7.1 Any deficiencies will be documented and reported to the Superintendent by September 1 of each year along with timelines for remediation.</p> <p>7.2 The inspection report will be signed by the Principal and the Associate Superintendent Facilities &amp; Operations.</p> | Associate Superintendent Facilities & Operations, Principal, Operation and Maintenance Manager |

**Definitions:**

Not Applicable

**References:**

Policy 3 – Respectful, Caring and Safe Schools and Workplaces

Operations and Maintenance (Handbook for School Facilities)

Operations and Maintenance Manual (A Guide for School Trustees/Administrators and Consultants)

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.