

Facility Services is responsible for all site and facility infrastructure including classrooms, gymnasiums, play fields and play structures across the Division. Facility Services strives to improve the quality of education in the Division by providing a safe and healthy environment conducive to learning.

### **Roles and Responsibilities**

1. The Director of Facilities is responsible for the maintenance and operation of the physical facilities in the Division including:
  - all facility construction projects;
  - development, implementation, and management of all maintenance programs; and
  - minor and routine maintenance of all plant operations, grounds, and buildings.
2. The Director of Facilities and staff will:
  - 2.1. Provide strategic and detailed planning, technical advisory and capital management services to the Division including development of the Division's Three Year Capital Plan and Ten Year Facility Plan.
  - 2.2. Provide planning, scheduling, designing, estimating, contract administration, budget management, implementation, supervision, and commissioning of all new construction, major and minor modernizations, portable relocations, in accordance with the Infrastructure Maintenance and Renewal (IMR) Program.
  - 2.3. Interface with Alberta Education and Infrastructure on all matters pertaining to Division facilities.
  - 2.4. Manage land and site disposition.
  - 2.5. Establish standards for design, construction and maintenance of school facilities.
  - 2.6. Ensure compliance with building codes and regulations to maintain the highest possible level of safety for students, staff, and public within our school facilities.
  - 2.7. Maintain permanent records of all Division facilities including changes to the physical plant.
  - 2.8. Prepare plans and specifications for construction, alterations and renovation projects.
  - 2.9. Review plans for consulting architects and engineers on major construction projects.
  - 2.10. Provide estimates and budgeting information for long-range planning for alteration and renovation projects.
  - 2.11. Design and implement building management systems, energy management systems and building security systems (including card access), and provide support in the area of emergency preparedness.
  - 2.12. Preserve and improve the quality of the learning environment by: replacing building components that have failed; prolonging the life of the school facility through planned, proactive replacement of major components; and upgrading the educational areas to meet programming requirements.
  - 2.13. Meet the facility requirements of students with special needs.
  - 2.14. Review utilization of existing space and provide planning information for contemplated new space.
  - 2.15. Manage rentals of Division-owned property.

## **Maintenance Schedule/Communications**

1. The Director of Facilities will prepare and keep an updated Maintenance Schedule for all schools and buildings under the jurisdiction of the Division.
  - 1.1. Services shall be provided and carried out by Facility Services employees, contractors, or through the use of Mutual Use Agreements, where applicable.
2. The Director of Facilities will maintain ongoing communication with all Division departments relative to the day-to-day running of school facilities. These services include but are not limited to: energy management, plumbing, heating, electrical, construction, ventilation, and air conditioning (HVAC); cleaning, inspections, opening and closing schools; boiler operation; responding to daily emergencies, grass cutting; and managing work requests.
3. There are three main maintenance functions:
  - 3.1. Regular Maintenance: generally repairing or replacing building components, equipment or operating systems.
  - 3.2. Preventative Maintenance: Proactive maintenance aimed at preventing unexpected equipment or building components, equipment or operating component failure; performed at regular intervals throughout the school year, preventative maintenance is planned and not reactive.
  - 3.3. Emergency Maintenance: Facilities staff respond to unexpected equipment breakdowns, building component failures, accidental or deliberate (vandalism) damage.

## **Energy Conservation**

1. Where feasible, the Division supports measures that 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.
2. Principals 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.

## **Requests for Improvement/Emergency Repairs**

1. Maintenance requests shall be submitted through the Web Help Desk on the Division's website by the Principal or designate.
2. When emergency repairs are required (i.e. flooding, leaking roof, fire hazards or situations that may pose a danger to staff, students or public), principals or designates may by-pass the Web Help Desk and contact the Facilities Department directly. Refer to AP 70-101 Emergency School Closing (Threats, Inclement Weather, Power Failures and Water Shortage).

## **Custodial Contracts**

1. Custodial services are provided on a contractual basis at a rate set by the Board.
2. The Director of Facilities is responsible for Division standards, advertising, preparation and administration of custodial contracts.
3. The contract regulations outline the responsibilities of the custodians for each school and form part of the contract.

4. A copy of the Division's hazard assessments and safe work procedures will be made available for custodian contractors.
5. Principals and/or their designate are the Division contacts for custodians during the regular school calendar year. The Director of Facilities will monitor custodial work during the months of July and August.

### **Grounds**

1. The Director of Facilities is responsible for the Division's grounds, including:
  - 1.1. Playground equipment and inspections.
  - 1.2. Grass cutting.
  - 1.3. Weed/pest control services.
  - 1.4. Snow removal in facility parking lots and bus loops.

### **Reference**

[Education Act](#)

[PHSD Web Help Desk](#)

[AP 70-101 Emergency School Closing \(Threats, Inclement Weather, Power Failures and Water Shortage\)](#)