



**RICHMOND
CHRISTIAN
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 07.02 FACILITIES AND MAINTENANCE – VERSION 3.0	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
		A	D	I
SECTION: 07 - FACILITIES	LAST REVISION DATE:			
ADOPTED: MAY 26, 2014	REVIEW FREQUENCY: EVERY 4 YEARS			

PREAMBLE

Richmond Christian School seeks to maintain its buildings, grounds and equipment to support the successful delivery of programs. The Board of Trustees recognizes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean, comfortable and functions efficiently. Routine reviews of the facilities and any maintenance required is the shared responsibility of the Superintendent and RCS facilities and maintenance staff.

REVIEW HISTORY		
DATE	VERSION	CHANGES

1. MAINTENANCE DEFINED

a. Mandated Maintenance

The minimum level of service activities that must be conducted on a routine basis to comply with safety, health and environmental standards mandated by school policy, applicable laws and regulations, codes, and other government policies.

b. Life Cycle Maintenance

- i. Review and maintenance of the facility as a practical means to extend the useful life of its structure, systems and equipment, while ensuring mandatory regulations and legislated requirements are fulfilled.
- ii. Reviews shall be documented to ensure that all major equipment is specifically evaluated for 'wear and tear' and that any problem areas are properly repaired or replaced.

c. Enhanced Maintenance

- i. Planned service and upgrades to the facility and equipment that are necessary for responsible planning and prudent fiscal responsibility for needs that can be foreseen.
- ii. Maintenance and facility upgrades estimated at more than \$10,000.00 must be forwarded to the FARM Committee and the Board so that prudent and proper planning for the expense can be ensured.

2. ANNUAL REVIEW

- a. The Superintendent, or an appointee, is to work directly with the facilities and maintenance staff to ensure that:
 - i. Richmond Christian School buildings, grounds and equipment are maintained in a manner that adheres to safety, health and environmental standards mandated by applicable laws or regulations;
 - ii. the grounds and facilities are maintained in such a way as to support the delivery of mandated government programs;
 - iii. Richmond Christian School offers a safe and productive work environment;
 - iv. practices are adopted which will extend the useful life and operational performance of facilities and equipment, at a minimal life-cycle cost; and
 - v. the facilities, equipment and property are properly protected from inappropriate access or misuse.

- b. The Superintendent, or an appointee, will work with the facilities and maintenance staff to develop and review an annual maintenance plan that looks at Mandated, Life Cycle and Enhanced Maintenance.
- c. The Superintendent, or an appointee, will work with the facilities and maintenance staff to develop and annually review a long term maintenance plan that looks at Mandated, Life Cycle and Enhanced Maintenance for the systems and facilities at each campus.
 - i. A 5, 10 and 15 year scope of potential work required shall be reviewed around the end of October each year with the Joint Health and Safety Committee. This review of projected costs shall be provided to the FARM committee by calendar year end to ensure that they can properly budget for larger maintenance projects or equipment replacement when its expected life cycle ends.
- d. Within each campus, the Principal will also assume responsibility for the proper care and maintenance of the building, equipment and grounds. The Principal will ensure that any matters brought to their attention are assigned to their campus custodian or are promptly brought to the attention of the Maintenance Manager or Superintendent.

3. REPORTING

All employees are required to report any concerns brought to their attention or problem areas they are aware of which may require repair or maintenance to the maintenance team and the campus Principal.

- a. Areas requiring repair or any safety concerns must be properly marked and /or secured to protect anyone who may enter the school premises.

4. RESOURCES

For additional information on facilities and maintenance reference can be made to the following resources:

- a. RCS Best Practices Maintenance Manual
- b. Fire Safety Plan Logbook, available at each campus
- c. SCSBC Handbook of Custodial Operations
- d. WorkSafe BC
- e. Hazardous Materials Information Review Commission, Health Canada
- f. WHMIS program, Health Canada

5. JOB DESCRIPTIONS

Job descriptions for facilities and maintenance staff are to be reviewed with this policy review.