

FACILITIES CONTRUCTION

Background

Facility construction may be required if the number and type of facilities owned by the District are determined by the District to be insufficient to meet educational and/or recreational goals set for the community. This Administrative Procedure is applicable when the District does not assume responsibility for construction of facilities.

Procedures

1. Planning

- 1.1. It is normal practice to consult the Principal when alterations and/or additions are being planned. The arrangement is made by the Director of Instruction and the Director of Facilities, for the architect to contact the Principal. If it is necessary for a member of the architect's staff to visit a school, they will report to the Principal before proceeding with their work.

2. Construction

- 2.1. If the Principal has suggestions to make or a major complaint, they are to submit these in writing to the Director of Instruction.
- 2.2. If the Principal has a minor complaint, they are to make it to the architect or to the clerk of works on the job.
- 2.3. In no circumstances is the Principal to enter into direct discussion with the contractor or their foreman.

3. Completion

The architect will notify the Director of Facilities in writing, and will send a copy of this letter to the Principal when the new or remodelled accommodation may be used. New accommodation is not to be used until authority is received.

4. Guarantees

- 4.1. There is a one-year guarantee on new schools and additions. It covers new machinery and installations, and runs from the date of substantial completion as certified by the architect. The heating plant is guaranteed for one full heating season.
- 4.2. If defective installations or materials show up during the guarantee period, the Principal is to forward a requisition for repairs and, wherever possible, note on same that this is a "defect covered by the guarantee". This procedure will facilitate prompt handling of requests.
- 4.3. In an emergency, the Principal is to telephone the Maintenance and Construction Manager and follow up with a requisition for repairs marked "confirmation - reported to Maintenance and Construction Manager".

4.4. When the one-year guarantee expires, any work must be requisitioned in the regular way.

5. Additional Amenities

5.1. Any item not included in the contract, such as additional shelving, furniture, fixtures, etc., must be requisitioned in the regular way.

Reference: Sections 20, 22, 23, 65, 85 School Act
Occupational Health and Safety Regulation
National Building Code

Adopted: November 1973

Revised: August 1, 1990; September 1994; January 1999; September 24, 2018