

BUILDING AND GROUNDS MAINTENANCE/CUSTODIAL SERVICES

Background

The District is aware of the tremendous investment the community has made in the buildings and grounds of the District; it therefore wishes to protect and enhance that investment through a continuous program of maintenance and care of all District-owned facilities.

The District also recognizes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean, attractive, comfortable, and functions smoothly.

Procedures

1. The Director of Facilities will carry out this program under the supervision of the Secretary Treasurer. In this effort, they will be assisted by maintenance and custodial supervisors and staff.
 - 1.1. The Director of Facilities is in charge of all repair and some replacement and new construction of fixed property, as delegated. This work is carried out by trades employees based at District workshops and by contractors.
 - 1.2. The Director of Facilities is in charge of the heating, cleaning, security, and general operation of all buildings. This work is carried out by engineer-custodians and custodians based in the individual schools.
2. The Principal is responsible for the administration and supervision of their school, in accordance with the *School Act* and the *Regulation*, and with the Board policies and administrative procedures.
 - 2.1. One of the primary responsibilities of the Principal or the Vice-Principal of an annex is to maintain a school environment that is clean, safe, and functional. The Principal exercises this responsibility through the engineer-custodian assigned to their building; the relationship between the Principal and the engineer-custodian and the relationship between the engineer-custodian and the Facilities Division is to be one of co-operation and support.
3. The Engineer-Custodian's Handbook contains detailed descriptions of the relationships between the Principal and the custodial staff, the engineer-custodian and the Facilities Division, and the public. The Handbook has been provided for Principals and engineer-custodians. Copies are available from the Director of Facilities.

Reference: Sections 20, 22, 23, 65, 85 School Act
Occupational Health and Safety Regulation
School Regulation 265/89
National Building Code
National Fire Code
Collective Agreements

Adopted: October 18, 1982

Revised: December 1983; August 1, 1990; September 1994; January 1999; September 24, 2018