



## *Riverside School Board – Policy*

*Resolution B2-20000704*

### ***Policy for Building Inspection***

#### **Purpose**

The purpose of this policy is to ensure Riverside School Board buildings are inspected on a regular basis, this to confirm adherence to safety standards, identify health and safety problems, detect repair and maintenance requirements, and record renovation or new construction needs.

#### **Timeline**

Inspections are to be conducted twice a year, at the beginning of the school year and in the winter months by School/Center administrator or his representative and reviewed by the Material Resources Director. The check list attached at Annex A is to be used for this purpose and is SUBJECT TO AMENDMENTS BY Material Resources Sub-Committee. Dates for completion are September 30<sup>th</sup> and January 31<sup>st</sup> . This will allow maximum time for work to be done.

#### **Corrective measures**

Corrective actions required as a result of inspections are to be the subject of a separate submission by Schools or Centers to the Material Resources Dept. Annex B is to be used for this submission. School Governing Boards must be advised by the Principal. Upon receipt by the Material Resources Director, these project submissions will be validated and given a preliminary categorisation along with an estimated cost and a timeline for completion. The categories to be used are as follows:

- Safety
- Urgent maintenance
- General maintenance
- New requirements/renovations

## **Projects**

All projects are categorized for accounting purposes and guidelines are provided in the Accounting Manual under sections 62000 to 68000. As a general rule there are two types of projects; first maintenance or repair, and second improvement, renovation, or major repair. Special funding and ministerial approval are normally requested for major new facilities. Maintenance and repair projects are done from funds allotted on a school/centre basis and can be viewed as periodic in nature. Both school/centre administrators and the Material Resources Department have input as to the priority of these works. Improvements, renovation or major repair requests are prioritized and approved by the Council of Commissioners based on input from Material Resources and school/centre submissions. These then form part of the Triennial Capital Projects Plan. Major additions and renovations are recommended to the ministry for funding and approval after recommendation by the Council of Commissioners.

## **Contracts**

Awarding of contracts shall be done in accordance with the Riverside School Board's Goods and Services Purchasing Policy.

Control of these projects will remain the responsibility of the Director of Material Resources and Director General who will regularly update the Council of Commissioners on developments.