



POLICY:	B: 06
EFFECTIVE:	Dec 16/08
AMENDED:	
RELATED POLICIES:	H: 06
REPEALS:	B:02
REVIEW DATE:	2017-2018

## 1.0 Objective

- 1.1 To ensure that Board schools and facilities are properly inspected and maintained.

## 2.0 Guiding Principles

- 2.1 The Board is committed to the provision of a healthy and safe working and learning environment.

## 3.0 Specific Directives

- 3.1 The Board's Facilities Services Department shall develop and implement maintenance programs for Board schools and facilities.
- 3.2 On an annual basis, subject to budget considerations, the Facilities Services Department shall develop and prioritize planned maintenance projects.
- 3.3 The Facilities Services Department shall develop and implement protocols for the submission and consideration of maintenance requests.
- 3.4 All employees must use the prescribed Facility Services work order form to initiate any and all maintenance or repair to schools and Board Facilities.
- 3.5 All employees must immediately report to their principals/supervisors any conditions that may require emergency maintenance, including any water infiltration, and principals/ supervisors must immediately contact the Facilities Services Department.
- 3.6 Schools and facilities shall be inspected as required.

## 4.0 Responsibility for Implementation

- 4.1 The Facilities Services Department and Risk Assessment Manager shall be responsible for the implementation of this policy and the development and implementation of any processes required to support the objective or satisfy the directives of this policy.

## **5.0 Review and Evaluation**

- 5.1 The policy shall be reviewed for effectiveness during the 2017-2018 policy review cycle.

## **6.0 References**

Occupational Health and Safety Act  
Board Policy H: 06 Health and Safety of Employees