
MINOR RENOVATIONS AND SCHOOL FUNDED PROJECTS

Background

There is a continuing requirement for minor renovations or alterations in schools to improve the functional suitability of the learning environment. A limited amount of Annual Facility Grant (AFG) funding is provided for such work, therefore, a screening process is necessary to ensure highest priority needs are met. Schools also have the option of self-funded projects using school accounts or PAC funds.

Minor Renovation

Minor Renovations is the term used to categorize all new work, creating something not existing or altering existing facilities including renovations, alterations, and new site work.

The procedure for initiating Minor Renovations is as follows:

1. Submit a Service Request in AssetPlanner using the Category 'Minor Renovation' and then using the term 'Minor Renovation' in the Summary field. Describe in reasonable detail the proposed work. Items defined as Minor Renovation will be screened for inclusion in Annual Facility Grant (AFG) funding. If your project is not accepted in the AFG program we will discuss the possibility of moving it into the "school funded category". Always be sure to use the words 'minor renovation' in the summary field of your SR#. Minor renovation requests will be routed to the **Assistant Director, Maintenance Operations**, who will review the proposal and discuss further disposition with Principal. This could result in approval, modification, placement for future consideration or rejection.
2. The **Assistant Director, Maintenance Operations** or designate will reply to every request and will confirm the status as approved, rejected or revised in accordance with the follow up process.
3. Larger projects or those having potential to influence other projects or long-term plans will be accumulated and assessed in discussions between the **Zone Assistant Superintendents, and Executive Director of Facilities and Planning**. These discussions will permit identification of conflicts or efficiencies, allowing proper planning of work.

School Funded Projects

School Funded Projects identifies minor renovation projects carried out with funding from school accounts or PAC funds. To initiate a school funded project, the procedure is as follows:

1. Submit a Service Request in AssetPlanner using the Category "Minor Renovation" as above but using the term 'School Funded Project' in the Summary field. Describe in reasonable detail the proposed work. Confirm the account GL number and be sure the Summary field includes the words 'School Funded Project'.
2. The Maintenance Department will contact the requester and complete a site visit (or series) to estimate the cost of the proposed work.
3. The estimate will be sent to the principal for his/her approval (unless prior approval was given to proceed without estimate). This stage may involve a more detailed approval process.
4. Following approval, the work will be completed, and the cost invoiced to the school (or 'journalled' from a school account if this was requested).

5. Larger projects or those having potential to influence other projects or long-term plans will be accumulated and assessed in discussions between the **Zone Assistant Superintendents, and Executive Director of Facilities and Planning**. These discussions will permit identification of conflicts or efficiencies, allowing proper planning of work.

NOTE: Renovation work or projects submitted to the Maintenance Shop as routine maintenance will be delayed in the approval process as the request gets rerouted from the maintenance procedure to the project procedure.

Reference: Section 65, 85, School Act

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