

CODE: EKB.AR

EFFECTIVE DATE: (29-01-2020)

TOPIC: Maintenance and Upgrading of School Buildings

ISSUE DATE: (29-01-2020)

REVIEW YEAR: (2002)

REGULATION

1. Repairs Originated by Schools

The identification of routine repairs to buildings, sites, and equipment will be the responsibility of the principal. The principal will also be responsible for the initiation of a service request, which will be sent to Facilities Maintenance for completion of the required repair as soon as possible. In the case of emergency or urgent repairs, the principal will telephone the details of the required repairs to the Emergency Service Order Desk in Facilities Services, telephone number 780-429-8545. If it appears that the repair is going to be extensive, the principal will be notified prior to the commencement of any work.

2. Work by Other Forces

All work performed at schools, where the work is to be done by contractors, or students, requires drawings and specifications. No work or services normally performed by Facilities Maintenance will be outsourced, in whole or in part, to any other firm, plant, company, etc., unless Facilities Maintenance is also given an opportunity to provide a quotation for the work. The requisitioning of these services will be through Purchasing and Contract Services.

3. Volunteers

Edmonton Public Schools welcomes the contributions of community volunteers with respect to facility upgrading or maintenance of our schools and recognizes the contributions the community can make through financial assistance and donations of materials, equipment, and supplies for this purpose. The impact of insurance, occupational health and safety and legal requirements dictate that labour undertaken to upgrade or maintain our schools shall be performed by Division staff, or otherwise, by those individuals or companies which have been successful bidders in accordance with the Division's tendering requirements for the labour portion of the project.