

## FACILITY SERVICES – SERVICES PROVIDED

### Background:

The Division shall make provision for all facility leasing, construction, plant operations and maintenance of school buildings, grounds, custodial services, educational planning, community facility bookings and support Information Technologies infrastructure.

### Procedures:

1. The Director of Facility Services shall be responsible for the development, implementation and management of preventative maintenance programs, and minor and routine maintenance of all plant operations, grounds and buildings.
2. Maintenance and Infrastructure Maintenance and Renewal requests shall be submitted through [Azzier](#) by the designated administrator at each school.
3. These services shall be provided and carried out by Facility Services employees, contractors or by mutual-use agreements, where applicable.
4. The development of the Infrastructure Maintenance and Renewal Program shall be the responsibility of the Director of Facility Services, prepared in consultation with principals.
5. The Director of Facility Services shall provide technical support, inspection and appraisal services, and advice to the Principal regarding facility operations and maintenance.
6. Custodial services in the Division shall be provided on a contractual basis:
  - 6.1. The Director of Facility Services shall be responsible for the preparation and administration of custodial contracts and Division cleanliness standards.
  - 6.2. The Principal shall be responsible for monitoring day-to-day custodial services as defined in the Custodial Contract Agreement.
7. The Director of Facility Services shall be responsible for all facility construction projects within the Division and ensuring LEED (Leadership in Energy and Environmental Design) silver is attained at minimum on all builds.
8. The Director of Facility Services shall be responsible for leasing of facility space for the Division.
9. The Director of Facility Services shall be responsible for providing advice on and executing matters of land-use planning, planning services and information to schools, maintenance of joint-use agreements with municipalities, the three-year capital plan and the 10-year facilities plan.
10. The Director of Facility Services shall be responsible for after-hours rentals of school facilities.

### Reference:

Section 52, 53, 197, 222, 225 *Education Act*