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# Policy Series 900

## FACILITIES

## Policy Series 900: Facilities

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## Policy 901: Facility Goals And Objectives

The Board believes the Education Authority's education and administration facilities are valuable community resources and an integral part of successful program delivery and safety. The Board expects its facilities to be maintained in a manner that will enhance the facilities' expected life expectancy and provide a safe and motivating environment for students, staff, and administrative personnel.

## Policy 902: Buildings and Grounds Inspection and Management

The Board believes the educational facilities and school grounds are important contributing factors to a successful educational program. The Board must ensure all educational facilities and school grounds are inspected regularly and plans made to carry out needed repairs, maintenance, and upgrading as quickly as possible.

### Guidelines

1. The Principal shall meet weekly with school maintenance personnel to discuss school building conditions and needed grounds repairs or maintenance. Time should also be spent reviewing the past week's accomplishments and uncompleted items.
2. The Principal and maintenance personnel shall jointly conduct a monthly inspection of all school buildings and grounds. A follow-up report shall be prepared describing needed repairs, maintenance or problem situations and forwarded to the Director of Education.
3. Annually, the Principal shall prepare a report for the Director of Education outlining required building and grounds improvements. This report shall serve in budget preparation for the following budget year.
4. Maintenance personnel are expected to maintain (e.g. snow removal, grass cutting, etc.) school and teacherage grounds at all times including summer months.

## Policy 903: Buildings and Grounds Security

The Board must ensure Authority buildings, enclosed equipment, supplies and outdoor fields and equipment are secured at all appropriate times and protected from avoidable acts of vandalism and theft.

### Guidelines

1. The Principal shall ensure that only designated staff are provided with keys to the school and internal classrooms, library, laboratory and storage areas.
2. The Principal shall establish a routine for checking all doors and entrances to ensure the school is properly secured after closing each day.
3. The physical education staff under the Principal's direction shall ensure all sports equipment is returned to proper storage areas at the end of each school day and that lost pieces of outdoor apparatus are properly reattached once replaced.
4. The Principal shall ensure all keys to school facilities are retrieved from employees leaving Authority employment.
5. The Principal, in consultation with caretaking/maintenance staff shall make recommendations when necessary for installation of additional intrusion alarm systems and surveillance equipment to protect Education Authority property.

## Policy 904: Board-owned Residences

The Board recognizes the importance of providing teacher accommodation as a key factor in its ability to attract teachers to the community. As such, the Authority shall provide housing and rental accommodation to teachers as part of the terms and conditions of employment. Due to the limited inventory of housing in the community, sharing accommodation between staff may become necessary.

### Guidelines

1. The Director of Education holds responsibility and authority to assign teacher accommodation.
2. When sharing of accommodation becomes necessary, the Director of Education will notify affected staff.
3. The Board, in conjunction with Canada Mortgage and Housing Corporation, shall annually determine the cost of rent.
4. In addition to the authorized tenant(s), only the tenant's spouse/partner and dependents under 18 years may live in the teacherage.
5. On the tenant's arrival, both the tenant and Director of Education or his/her designate shall conduct an inspection of the premises including completion of the *Teacherage Unit Check List*, and the *Teacherage Inspection Report* signed by both parties, describing the unit's condition. (See Appendix 3F and 3G.)
6. The *Teacherage Policy and Tenancy Agreement* (See Appendix 3E.) constitutes the agreement between and Nisichawayasihk Education Authority and the tenant and is to be signed by both parties.

## Policy 905: Building Access and Control

The Board has responsibility to control access to Authority facilities to ensure they are used for their intended purpose and not subject to inappropriate action or vandalism. The Director or designate shall be responsible for distribution of keys.

### Guidelines

1. The Principal may provide teachers with a key for an entrance door to the school and a key to their classroom.
2. Maintenance 1 staff shall provide keys to caretaking staff as needed to allow them to carry out their duties.
3. All keys shall be accounted for at the end of each school year. Employees leaving the employ of the Education Authority shall return all keys before their final paycheque has been released. Failure to return all keys will result in financial penalties.
4. No employee, other than the Principal, shall lend his/her key to another employee.
5. Loss of keys shall be reported immediately to the Principal or Maintenance 1 staff.
6. Lost keys will be charged against employee's pay.