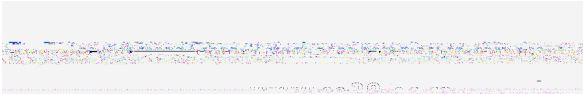
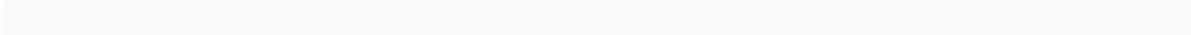


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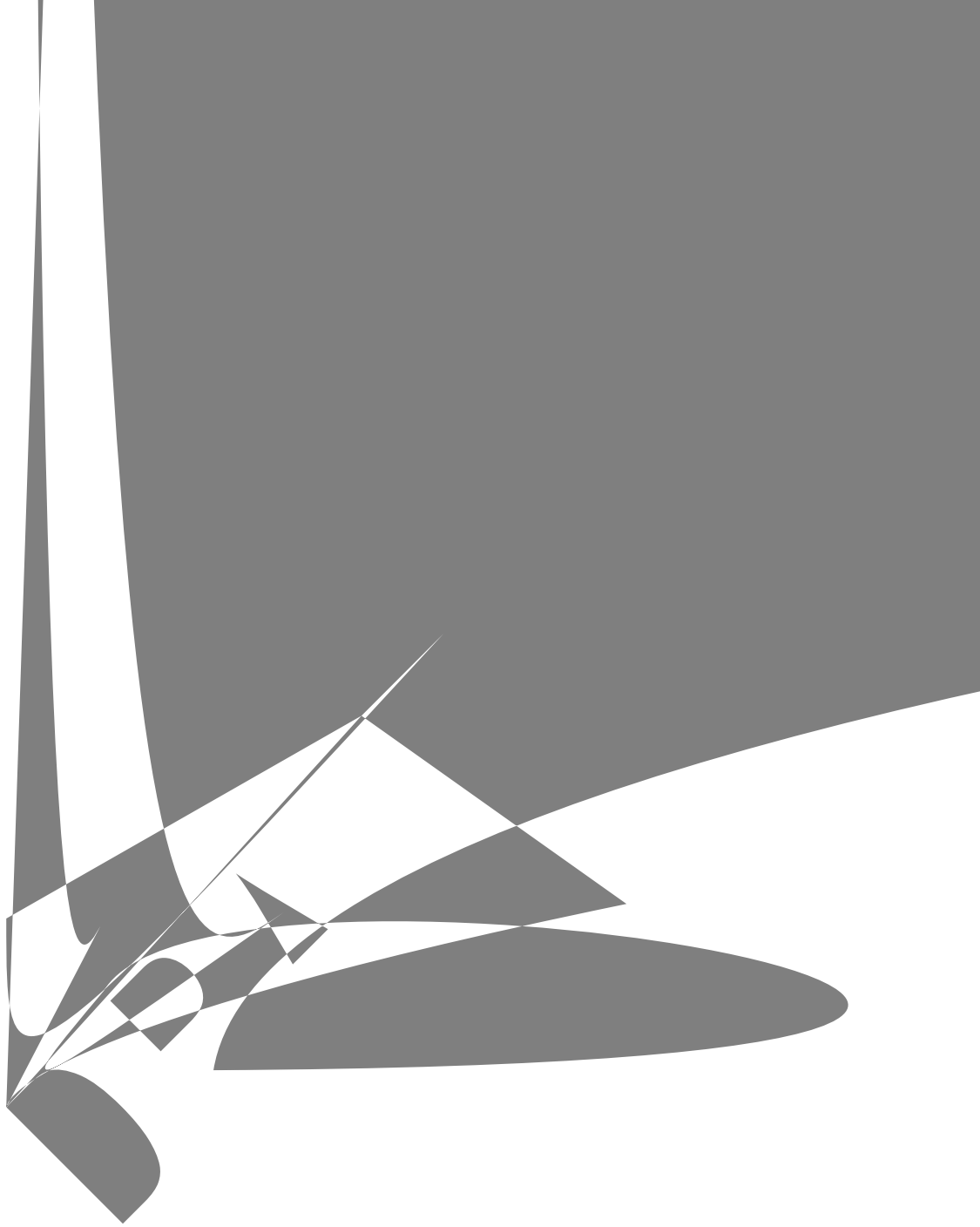
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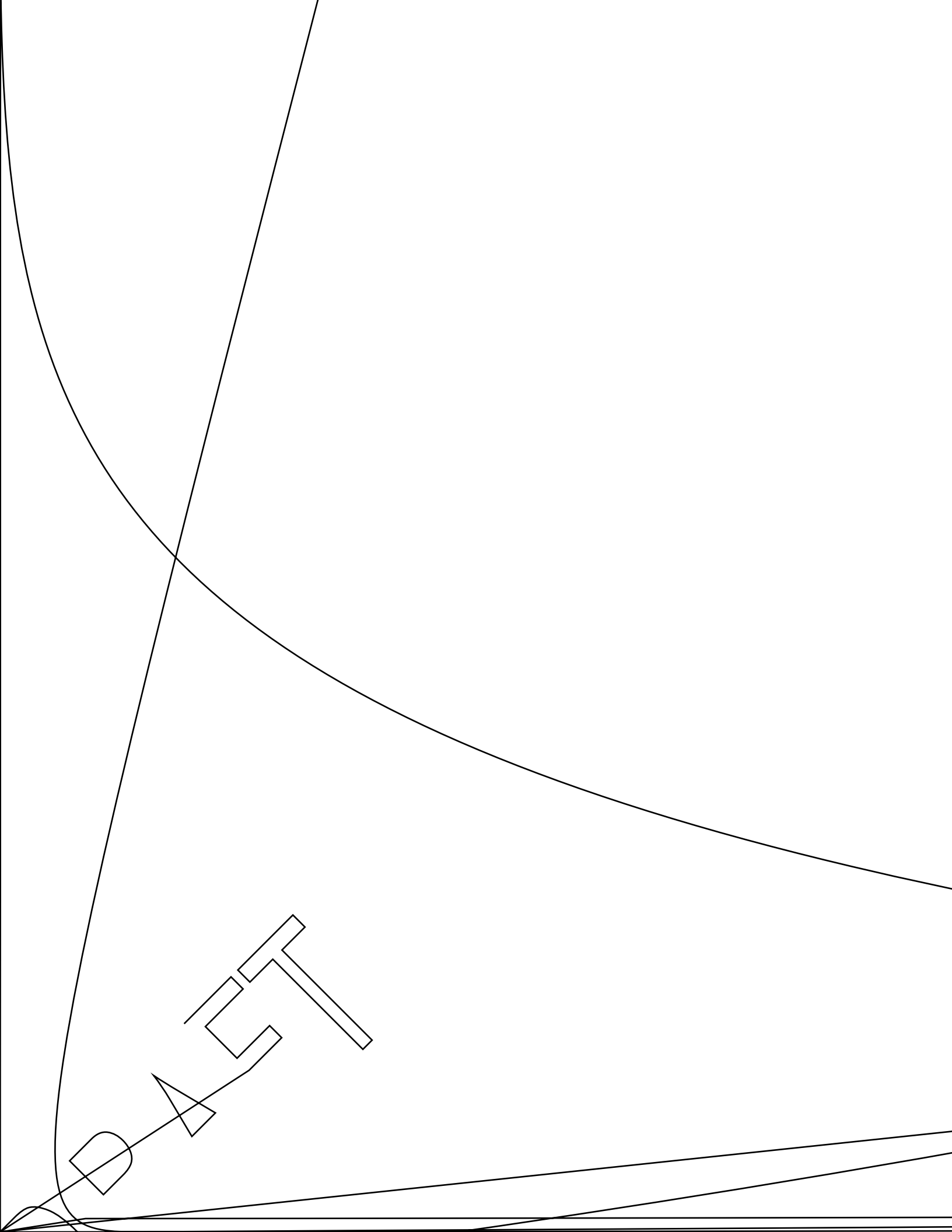
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paid during the three -month period ended June 30, 2022, in the amount of \$6,275.79.

CARRIED

A meeting was held on September 14, 2022. The next meeting is scheduled for Wednesday, December 7, 2022 at 10 am.

- (e) Policy Committee
Chair: Debbie Tablotney
Vice Chair: Sandra Nixon

The next meeting is scheduled for Monday, October 3, 2022 at 11 am.

10. Correspondence

- (a) For Action:
Nil.

11. Board Committee and Representative Reports

- (a) Council/Board Liaison Committee
The next meeting date to be determined.

12. Adjournment

097/2022 MOVED BY H. LARSON AND SECONDED BY D. TABLOTNEY:

THAT the Regular meeting of Wednesday, September 21, 2022 of the Board of Education (Richmond) be adjourned at 9:33 p m.

CARRIED

S. NIXON,
CHAIRPERSON

C. WANG,
SECRETARY TREASURER

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FACILITIES

Policy 702
(previously Policy 902)

Facilities Maintenance and Operations

Facilities Maintenance

The Board recognizes the importance of functional, comfortable and attractive surroundings to enhance the effective implementation of the educational program. ~~The Board also recognizes that life of District facilities, which constitute a major capital investment, can be extended by timely and proper maintenance. An annual maintenance program shall be developed to provide repairs and preventative maintenance of the grounds, buildings, equipment, furniture and fleet to~~ Thus, the Board supports standards of maintenance that will ensure the efficiency, and safety, ~~and security~~ of the school district's physical district facilities.

Maintenance activities will be initiated through:





Utilities

Facilities Operations

An annual operations program shall be developed to ensure the cleanliness and security of district facilities.

board shall ensure the provision of adequate electrical and mechanical utilities, waste management and other utilities ~~heat, light, power, and plum~~ to all ~~School Boarding~~ buildings



FACILITIES

Policy 702
(previously Policy 902)

Facilities Maintenance and Operations

Facilities Maintenance

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FACILITIES

Policy 702-R (previously Policy 902-R)

Facilities Maintenance and Operations

Work Orders

1. All non-emergency maintenance services work is carried out in response to requisition-generated work orders processed through the web-based District computerized maintenance management system.
2. Emergency work will be undertaken as expeditiously as possible, with a work order raised at the earliest convenience.

Rotating Maintenance Service Crews

1. Rotating maintenance service crews may be deployed to provide maintenance to any existing parts of the building or the systems in the building such as carpentry, computer support, electrical, mechanical and painting.
2. Work carried out by these crews slows or reverses the natural process of wear inherent in occupied buildings or provides repair for predictable 'wear and tear' problems.

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~~may be constructed (if the budget allows) and the owner of the private property will be given an opportunity to share in the cost of construction. (Conditions 1.b) and 1.c) above will apply.)~~

- ~~4. As new or expanded school sites are acquired or improvements to existing sites made, fencing may be constructed, where deemed necessary, on the boundaries, and the Ministry of Education will be requested to treat the construction of the fencing as part of the shareable site costs. (Conditions 1.b) and 1.c) above will apply.)~~

References: School Act Sections 20, 22, 23, 65, 74, 85
WorkSafe BC Occupational Health and Safety Regulation
BC and National Building Codes and Fire Codes

Board Concurrence: 05 March 1990

FACILITIES

Policy 702-R
(previously Policy 902-R)

Facilities Maintenance and Operations

Work Orders

FACILITIES

Policy 70 2.2
(previously Policy 902.2)

In stallation of Adventure Playgrounds

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FACILITIES

Policy 70 2. 6
(previously Policy 902. 6)

In ventory

It is the responsibility of the Secretary -Treasurer to establish and maintain comprehensive

FACILITIES

Policy 70 3
(previously Policy 90 3)

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The Board supports the "good neighbour" philosophy of encouraging the construction and sharing the cost of suitable fencing on the boundaries between its various properties and those of its neighbours.

References: Section 177 School Act

Adopted: 0 5 March 199 0

Proposed Revision: February 2022

Building and Grounds Security

Building Alarm System

1. The building alarm systems are monitored 24 hours daily, 365 days per year by a private company (the "monitoring station"), to which the District issues callout procedures to ensure appropriate response in event of an unusual incident including intruder, fire, freezer failure, unscheduled school opening and closing.
2. The monitoring station may call out fire, police, security or maintenance staff.
3. Staff encountering a problem in a facility after normal working hours are to report it to the monitoring station at its posted telephone number.

Opening and Closing of District Buildings

- 1.

3. It is the School Administrator's/Site Manager's responsibility to ensure that, when an employee or contractor leaves the District, any assigned keys and/or proximity cards are immediately retrieved and returned to Facilities Services .
4. Larger sites may have more than one security alarm system, thus disarming one system does not automatically disarm others. Personnel accessing a site outside of normal operating hours must be familiar with the particulars of that site – if unsure, personnel are directed to contact Facilities Services for more information.

Fencing of School Sites

1. The fencing of school sites shall be a site specific decision made by District staff either at the time a new school is built, or at such time as conditions warrant the installation of perimeter fencing, subject to the availability of funding. The following criteria shall govern decisions to install perimeter fencing on school sites:
 - a) Valid concerns exist for the safety and protection of students due to:
 - i) A consistent high volume of traffic on a road or street adjacent to an active play area where the purpose is to protect children from uncontrolled and unsafe entrance to such road or street. Where high volume of traffic is not a factor, but concerns are raised, each case will be considered on its own merits.
 - ii) Unsavoury surroundings or a high volume of pedestrian traffic where the purpose is to restrict unauthorized pedestrian access to the site.
 - iii) Legitimate concerns about a heavily wooded area adjacent to a school site.
 - iv) Other hazards on or adjacent to school sites, that cannot be removed.
2. Generally, fencing will not separate school and park sites, the exception being if there are concerns outlined in Clause 1 above.
3. Where adjacent residents have legitimate concerns about the protection of their property due to activities occurring on school property, subject to the availability of funds, the District will carry out the installation of fencing and pay fifty percent (50%) of the cost, provided the majority of adjacent property owners agree to pay fifty percent (50%).
4. Fencing installed under this policy shall generally be placed on District property lines only. Exceptions will require appropriate legal agreements.
5. Perimeter fencing will generally be at least 1.22 metres (four [4] feet) tall with chain link fabric and a steel structure installed by school district staff or a contractor managed by the District.

Building and Grounds Security

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ii) Proceed to the security alarm panel which shou

6. Weekend/Special Events Coverage

During use of District facilities for special events the following procedures must be followed by the staff member responsible for opening and securing the building:

- a) Open the site through the designated entrance door following the instructions laid out in Sections 1 and 2 .
- b) Turn on the lights only in the areas to be used and ensure awareness of timer override for heat in particular areas of the building.
- c) When the alarm system is disarmed (alarm panel display indicates "DISARMED"), check the perimeter of the entire facility to confirm the building's security.
- d) Go to the location of the event, opening only doors required for that event. Keep in mind that user groups do not have access to the entire building. Never lock exit doors in areas such as gyms, auditorium, cafeteria, weight rooms, change rooms and music rooms when in use. In case of emergency, people must have unobstructed egress.
- e) When the event is finished and all people have left, secure all perimeter doors.
- f) Lock inside doors as necessary, turn off lights in rooms and halls.
- g) Do a perimeter check of the building, checking for damage and unlocked doors.
- h) Ensure all fire doors are closed and close/re -secure the site following the instructions laid out in Section 3 .
- i) All user groups have contracted to use only specified areas and equipment. With that in mind, the custodian (staff member) must use good judgment in not allowing user group access to other equipment or areas of building not contracted for. Ensure keys are returned as per prior arrangement.
- j) If additional help is required or unusual circumstances arise, please contact Facilities Services.



7034R



7034R



Definition

For the purpose of these Regulations, vandalism shall be defined as "damage or destruction of ~~School Board~~ District property resulting from malicious acts or acts of misbehaviour."

1. During the school day and on special school occasions, the responsibility of safeguarding school property falls upon the school teaching and custodial staff. At other times, persons in charge of authorized activities in the school are responsible for safeguarding school property.
2. School staff are encouraged to promote student involvement in ~~programmes~~ programs designed to safeguard school property.
3. When damage has been caused by vandalism, it shall be so indicated on the ~~Physical Plant~~ Facilities Services work order. ~~The Maintenance Department~~ Facilities Services shall determine the cost of the damage.
4. In instances of major vandalism, the ~~principal~~ school administrator shall be responsible for submitting an Incident Report Form.
5. Where the person responsible for the damage is a student whose identity is known, the ~~principal~~ school administrator shall inform the parent(s) or guardian(s) by letter that a charge for the cost of the damage will be made against them. A copy of this letter shall be sent to the office of the Secretary-Treasurer and the office of the ~~Maintenance and Operations Manager~~ Executive Director, Facilities Services.
6. As appropriate, the Secretary-Treasurer's office (or the ~~principal~~ administrator of the school concerned) shall be responsible for the collection of monies from the responsible party.
7. If further action is deemed appropriate, the Secretary-Treasurer shall consult with the Superintendent.

4. The amount payable by the Board shall be limited to the minimum deductible offered by I.C.B.C.

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FACILITIES

Policy 70 3.4-R
(previously Policy 903.4- R)

Vandalism

District Property

Definition

For the purpose of these Regulations, vandalism shall be defined as "damage or destruction of District

