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FACILITIES

Policy 70 2-R
(previously Policy 902- R)

Facilities Maintenance and Operations

Work Orders

1.

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 a

FACILITIES

Policy 702.2
(previously Policy 902.2)

Installation of Adventure Playgrounds

The Board encourages and supports the construction of adventure playgrounds for schools.

It is the policy of the Board to work in co-operation with the City of Richmond to ensure full and complete communication between schools and Parent Advisory Councils on any plans to construct new adventure playgrounds, or additions to existing adventure playgrounds.

FACILITIES

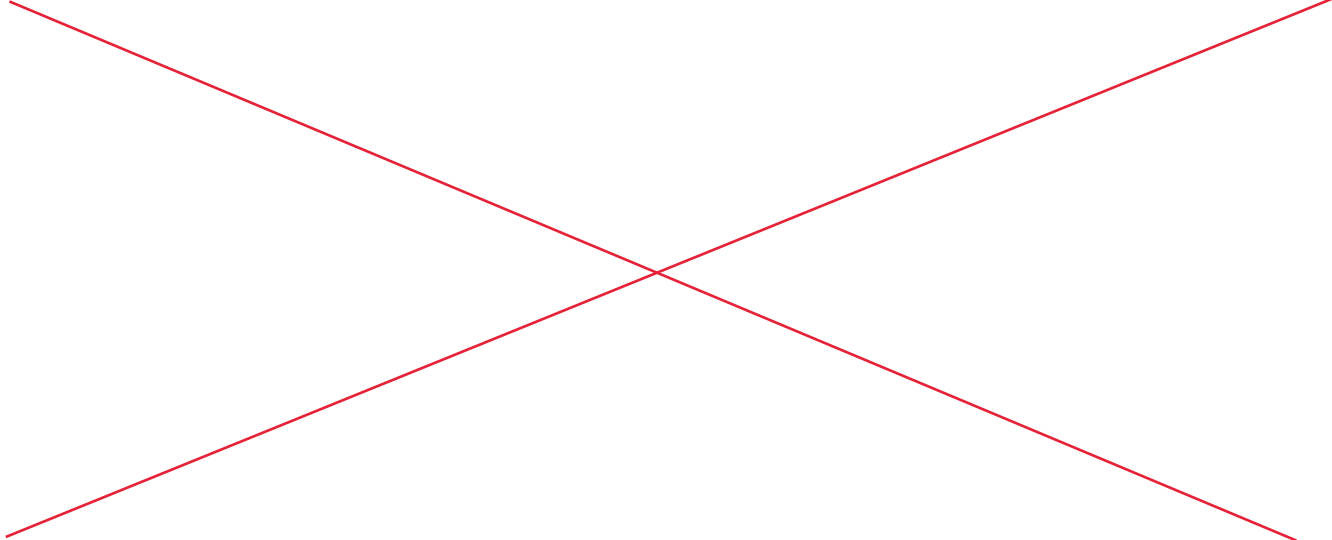
Policy 702 .2 -R

FACILITIES

Policy 702. 6
(previously Policy 902.6)

Inventory

It is the responsibility of the Secretary - Treasurer to establish and maintain comprehensive records
pertaining to all component systems of the District's facilities .



PROPOSED TO BE RETIRED.
WORDING INCORPORATED INTO PROPOSED
REVISED POLICY 02

FACILITIES

Policy 703
(previously Policy 90 3)

Safety Program (Buildings and Grounds)

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Fencing

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 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: 05 March 199 0
Revised: 22 February 2023

FACILITIES

Policy 703.3-R

Building and Grounds Security

Building Alarm System

1. The building alarm systems are monitored 24 hours daily, 365 days per years by a private company.

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. La

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- iii) Once the display indicates "READY TO ARM":
 - ¥ Present the proximity card to the security keypad card reader. This will re-arm the alarm system;
 - ¥ Wait for approximately five (5) seconds (do not present the card multiple times);
 - ¥ Hallway/foyer lights will automatically turn off; and
 - ¥ Confirm alarm panel screen indicates "ARMED *AWAY* You may exit now".

Note: If a sensor picks up a motion while being armed, the system will cancel. Panel display will indicate "fault". Please repeat re-arming procedure

- iv) Exit the building within 30 seconds using the nearest door and confirm that the door is locked after exiting.
- b) At the end of a business day (normal school or office hours), the custodian or other staff will usually lock the main entrance door, but the site alarm system(s) will remain disarmed until the custodian re-arms it/ them at shift end (typically between 10:00 pm and midnight) following the site closing procedure detailed in above.

4. Late Closures

- a) Exiting the building after site closing (after the custodian shift -end) requires advance notice to both the custodian and the monitoring station to ensure the security alarm system in the

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- 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

FACILITIES

Policy 703.4
(previously Policy 903.4)

Vandalism

The Board recognizes its responsibility to ensure an environment in which the property of the District , its students, and its staff are safeguarded. To this end, the Board encourages district and school staff and students to participate jointly in a continuous program for the prevention of vandalism.

Although the Board recognizes that damage to school property can occur under a variety of circumstances and at different times, the Board deplors any willful or negligent behaviour likely

FACILITIES

Policy 70

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