



Turtle River School Division - Administrative Procedure

Section G – Facilities & Maintenance

G-00

INDEX

1. Use of Schools Facilities
2. Facility Alterations and Construction
3. New Facilities
4. Alarm & Warning Systems
5. Naming Facilities, Dedications
6. School Keys and Key Cabinets
7. Snow Plowing/ Grass Cutting/ Parking/ Painting
8. Security Cameras in Schools
9. Care taking Formula
10. Reimbursements – Custodial
11. Vandalism or Break Ins

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section G – Facilities & Maintenance

G-00

Use of School Facilities

1. The Division acknowledges that the school facilities are an integral part of the community in which they are situated and that it is reasonable to expect that the citizens of the community can use these facilities during the non-teaching hours for local, non-profit activities at a minimum of expense.
2. The actual use of the facilities varies greatly from one community to the next, hence arrangements to use the buildings are to be made through the local Principal.
3. In making these arrangements the Principals should keep in mind that the Board does not wish to enter into competition with other organizations or businesses that have premises for hire. Similarly, the Board does not want the facilities used free of charge for commercial ventures. The Board may allow use of the facilities for lessons and learning experiences that are beneficial to students of Turtle River School Division.
4. Requests for use which is not clearly a local, non-commercial endeavor, should be referred to the Division Office so that the wishes of the Board can be determined before a decision is made.
5. School buildings and grounds are constructed and maintained primarily for the education of school children of the Turtle River School Division, therefore, no use shall be made of the buildings and grounds which will interfere with their most effective and beneficial use for the children.
6. The school budget is set to provide for the expenses for operating the educational system and maintaining the buildings and grounds for the benefit of the school children. While it is policy to permit school use for public purposes, such use shall not infringe upon the funds which have been provided.

Conditions & Restriction:

1. The principal may authorize additional community personnel to open and close schools. This authorization will be subject to the following conditions:
 - The person being approved shall be responsible to fill out an application form and submit it to the principal. Application for “**school use**” must be made, in writing, on appropriate division forms at least seven days prior to the event. If the activity requires board approval, the application must be submitted to the division office at least five days before the next board meeting. Requests not governed by policy will be referred to the board at the next regular board meeting.
 - The principal shall make a recommendation to the superintendent that the application be approved.
 - The applicant must receive training in the use of fire and alarm equipment in the schools.
 - Must follow issuing of keys policy.

Page 1 of 4

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section G – Facilities & Maintenance

G-00

Use of School Facilities

2. Payment of all fees shall be made to “Turtle River School Division.” Unless the school is serviced by a contacted custodial services provider. Where a service provider is contracted, the contracted service provider shall bill the user group directly for any additional cleaning and or supplies required as a result of the school use.
3. The user group shall provide a supervisor for each thirty persons in attendance. If a program requires the use of more than one room, the organization holding the permit must provide one adult supervisor for each room in use.
4. Damage to school property will be charged to the person signing the “Permit for Use of School Facilities form.”
5. The board accepts no liability for loss or injury to people using the facility or equipment under each permit.
6. Organizations requesting use of a school, Monday through Friday, on days when a care taker is not on duty, will be assessed a custodial fee, if the care taker services are required. A fee will be equal to the care taker’s hourly rate of pay. A charge shall be assessed for each hour or any portion thereof.
7. When an authorized school employee is involved with a program, and that employee agrees to accept the responsibility of providing supervision and security for the building during its use, a custodial fee may be waived if the group agrees to leave the facility as it found it. (In such case the custodian is not required to be present.)
8. Use of facilities on Sundays or statutory holidays, will only be allowed if authorized personnel are available for opening, supervising, and closing. (at custodians current rate of pay (time and a half, double time etc....))
9. The use of facilities is to be restricted during the Christmas Break, Spring Break and summer holidays to allow for regular maintenance and renovation. School activities during these periods are to be approved by the principal. Non-school activities require Board approval.
10. Special instructional areas will be used for the programs for which they have been designed. They will not be used for programs detrimental to the facility. Fire and safety regulations shall be observed.
11. Specialized facilities such as Industrial Arts labs, computer labs, home economics rooms, gymnasium and art rooms will be available for community use only if;
 - a) The principal and teachers who are responsible for the facility have been satisfied that any incoming instructor has qualifications to conduct the proposed activities and to use the related equipment.
 - b) A condition of use for these facilities is to review necessary safety procedures with the daytime instructor.
 - c) Costs associated with the use of equipment and materials will be paid for by the user.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section G – Facilities & Maintenance

G-00

Use of School Facilities

12. Consumption of soft drinks and/or food is prohibited in the gym or auditorium (unless by special arrangements).
13. All Turtle River School Division property is smoke free, which includes buildings, grounds, buses and vehicles.
14. Alcoholic beverages are not permitted on school property at any time.
15. Regulation gym footwear must be worn in the gymnasium or auditoriums for specified activities.
16. Premises for evening use must be vacated by 10:00 PM.
17. The application of powder, wax or any other preparation to gymnasium or auditorium floors for dancing purposes is prohibited.
18. Improper use of school property, for the use for which a permit has been granted, will result in immediate cancellation of the permit.
19. Permission to use facilities in a school does not carry with it the right to use any moveable apparatus in the school. Special application must be made for the privilege. Special use shall be shown on the permit. School equipment, such as gymnasium mats and apparatus, cannot be used without permission indicated on this permit.
20. Where it is necessary to use some school equipment a fee may be assessed.
21. Facilities will be opened ten minutes prior to the start time of the activities as provided on the permit for use. Supervisors are to arrive early to ensure participants are supervised. If supervisors do not arrive by ten minutes after the anticipated start time the activity for that day will be cancelled and the facility secured.
22. Any entertainment is to be of a high moral standard.
23. That all children under the age of 10 be accompanied by an adult for all after school programs during the school year.

Guidelines to Administrators – RE: Community Use of Schools

1. The principal, in consultation with the custodian, will:
 - Determine the 2 or 4 working evenings for the custodians.
 - Determine the hours to be worked by the custodian.
2. Where one custodian is employed in a school, and is required to work an evening shift, the custodian will be granted time off during the day, only if the total time worked during the week exceeds the allotted total working hours for that school.
3. Community groups should be encouraged by the principal to use the school, when possible, on evenings when the custodian is on duty.
4. The principals shall file a copy of the custodian's work schedule with the division office.
5. Assessment of fees for use of equipment will be at the principal's discretion. The revenue for equipment use will be credited to the school budget.

Page 3 of 4

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section G – Facilities & Maintenance

Use of School Facilities

G-00

Where a service provider is contracted, the contracted service provider shall bill the user group directly for any additional cleaning and or supplies required as a result of the school use.

March 6, 1990, May 1, 1990 Resolution No. 3 September 26, 2006 Resolution # 6, November 27, 2012

Page 4 of 4

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section G – Facilities & Maintenance Facilities Alterations & Construction

G-00

FACILITIES ALTERATIONS

All alterations of school facilities shall require the approval of the board.

CONSTRUCTION PROJECT RECORDS AND REPORTS

The architect shall be responsible for compiling progress reports to enable the Board to collect monies from the Public Schools Finance Board to meet progress payments to the contractor.

SUPERVISION OF CONSTRUCTION

It is the responsibility of the architect to arrange for adequate supervision of the construction.

The board expects the superintendent and administrative assistant along with the building committee to follow construction developments and report to the board periodically.

CONSTRUCTION PROJECT AND INSURANCE PROGRAM

The contractor is responsible for obtaining a bid bond, performance bond and liability insurance coverage for construction projects. The division must supply property insurance if facilities renovations are being done, and where additions are made to school buildings, and the addition abuts or is connected to an existing school building, the school division must extend its present property insurance coverage to cover the addition. The education support program will support the cost of the premium endorsement, during the period of construction.

In the case of construction of new facilities, that is separate buildings, property insurance is to be part of the contract and will be paid for in the contract price, the contractor supplies property insurance until the board takes possession.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section G – Facilities & Maintenance

G-00

New Facilities

BOARD INSPECTION AND ACCEPTANCE OF NEW FACILITIES

The superintendent, administrative assistant and the board’s building committee shall inspect the completed facility with the architect and general contractor. The board will accept the new facility when satisfied with the work done.

PUBLIC DEDICATION OF NEW FACILITIES

The board intends to involve the community in the dedication of new school facilities. No detailed policy can be stated due to the varying circumstances that accompany the construction and acceptance of each new facility.

The board will attempt to bring together the following groups of people at the dedication ceremony:

- Government authorities (Reeve, Mayor, Department of Education officials)
- Architects of the facility
- Contractor
- Division personnel
- Staff and students of the school
- Trustees
- Community members

This list is provided as a guideline and is not intended to be restrictive.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section G – Facilities & Maintenance Guidelines for Alarm Systems & Warning Systems

G-00

The alarm system should be connected to at least three designates of the division. One employee should be an administrator or his/her designate, the other should be the custodian or his/her designate.

Where possible the local trustee could be connected to the alarm system.

The alarm system should also be connected to a centre which has 24 hour services, such as a hospital. The hospital should be instructed if the alarms are activated during normal hours of schools operation, it should call the principal or custodian. If the alarm is activated at night, the RCMP should be called.

School personnel should take all precautions when answering the alarm. If the alarm is activated during the hours that staff might be working in the school, school personnel should check out the school before the police are called. "Caution should be exercised at all times." When school personnel answer a call, two people should respond and if there is any possible doubt that the alarm is not false, they should not enter the building until the police arrive. In the meantime survey the situation, take license plate numbers, etc.

NB If local police do not answer, call Zenith 50,000.

The school should take all necessary steps to eliminate false alarms. Staff needs to be properly inserviced.

A log book should be kept at the alarm station. This would help to make all people aware who is in the building after the alarms are activated.

DATE	TIME IN	SIGNATURE	TIME OUT	SIGNATURE
Oct. 1	8:30 PM	J. Smith	8:45 PM	J. Smith

NB The Secretary-Treasurer shall be informed whom is on the auto dialing system in each school. Any changes shall be reported immediately.

All school personnel should be familiar with these guidelines.

November 1, 1988.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section G – Facilities & Maintenance Guidelines for Alarm Systems & Warning Systems

G-00

WARNING SYSTEMS

Warning systems will be installed in the building or on the grounds wherever they are required by law or are necessary in the judgement of the board.

As these warning systems are part of the premises, the principal is responsible for insuring they are activated on a daily basis and reporting any malfunctions to the proper board staff officers.

Page 2 of 2

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section G – Facilities & Maintenance Naming Facilities & Dedication

G-00

It is the responsibility of the Turtle River School Board to determine the name of all school plants and facilities as they are built. The Board will solicit and accept input from the public, but reserves the right to make the final decision.

Once built and named, the School Board may dedicate portions of a building in honor of an individual.

Any sponsoring group that requests markers, plaques, portraits, or other designations be placed in the school in recognition of the party for whom the school or a portion of the school is named will pay for all expenses related to such markers, portraits, or other designations. The Superintendent must approve all markers, plaques, and portraits before they are placed in a building or on division property.

Page 1 of 1

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section G – Facilities & Maintenance

G-00

School Keys & Key Cabinets

KEYS AND KEY CABINETS

1. Each school, division office and the bus garage shall be supplied with a key cabinet and will be responsible to maintain a record book of all keys. The supervisors are to advise employees that copies of keys cannot be made by individual employees. Duplicate copies are to be made by the supervisor. Whenever a duplicate is made, the supervisor shall update and record such in the file.
2. At the school level the principals and custodians shall have custody of keys to the school's key cabinet. The school secretary and the acting principal may be supplied with a key cabinet key.
3. Individual keys shall be issued to Turtle River School Division personnel where individuals agree to sign for the key on a designated form.
4. It shall be the responsibility of the principal or senior administration to assure that all personnel sign for the appropriate key on the designated form.
5. The principal or a supervisor may request to have all keys issued to teachers and/or other staff returned to the school prior to June 30th of each school year or when requested.
6. An annual inventory will be conducted by the school principal prior to June 30th. Confirmation of annual inventory will be sent in to the superintendent.
7. Any employee, who is leaving a particular school or the division, shall be required to return keys to the principal or supervisor before leaving and signing the designated form.
8. Principals leaving the division shall return their keys to the superintendent. The superintendent shall, at that time, take an inventory check of all keys.
9. In cases where keys are lost the School Principal will be responsible to report to the superintendent board and where deemed necessary locks or lock cylinders may be replaced with the cost to the school budget.

January 22, 1991, October 22, 2019

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section G – Facilities & Maintenance

G-00

Snow Plowing/Grass Cutting, Traffic and Parking, Painting Schools

SNOW PLOWING / GRASS CUTTING POLICY

The Turtle River School Division shall tender annually for its schools for snow plowing and grass cutting

The board shall accept tenders by resolution.

Principals shall be informed by the administrative assistant of the successful tenders. Principals shall be responsible to call the successful tenderer when necessary.

TRAFFIC AND PARKING CONTROLS

Cars shall be parked in areas designated as parking areas. The principal shall allot parking space and plug-ins as available.

PAINTING OF SCHOOLS – INTERIOR / EXTERIOR

The board shall endeavour to paint all its schools interior and exterior. The board shall attempt to paint the interior of one school on an annual basis. The secretary-treasurer shall develop a rotating plan to the board for consideration.

October 19, 1993

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section G – Facilities & Maintenance

G-00

Security Cameras

Turtle River School Division recognizes the value of security cameras and supports their installation within the schools. The purpose of security cameras in schools is to enhance the safety of persons on school property and deter persons from causing damage to school property.

The number of security cameras per school should follow the formula below. This formula should be used in all instances including new installations and existing system upgrades.

One (1) camera for every 5,500 square feet of school space

For example, a school with 27,500 square feet of space is entitled to five (5) security cameras.

Camera location will be determined by Transportation/Maintenance Supervisor in Consultation with School principal, preference is to be given to hallways.

The formula is a guideline only. The Board recognizes there may be need for additional security cameras. The Board will consider allowing the installation of additional cameras upon written request from the school's principal. The written request should include the number of additional cameras requested, potential location, and a justified reason for the need of additional security cameras.

Turtle River School Division Information Technology (IT) Department will provide training and support for the security camera system to designated school staff. The data recorded on security cameras is private and confidential, therefore each school should have only one professional staff member, usually the school's principal, designated to monitor the security camera data. Senior Administration and the IT Department will also have access to this recorded data.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section G – Facilities & Maintenance Care Taking Formula

G-00

CARE TAKING FORMULA:

1. Number of teachers – $9 = X$
2. Number of students – $300 = Y$
3. Number of rooms – $12 = Z$

Note: Small seminar rooms do not count, several need to be added to make one equivalent. General guide:

Gym = 2 classroom count

Multipurpose = 1 or $1\frac{1}{2}$

Administration area = 1 classroom

Staff room = 1 classroom (if large)

4. Square feet – $16,000 = a$
5. Number of washroom fixtures – $35 = b$

The sum is multiplied by 1.33 to give hours per day entitlement and .75 hours per day is added for outdoor responsibilities, which is to include snow shoveling, maintaining playground equipment and some grass cutting adjacent to the schools. In cases where the custodian cuts all the grass additional time will be added.

This calculation is arrived at by calculating 49 weeks at 5 days per week.

Schools which have major productions will receive premium cleaning time for one person. The premium will be equal to the time of production plus $\frac{1}{2}$ hour before and after. For example production 7:00 – 10:00 PM = 3 hours premium $\frac{1}{2} + 3 + \frac{1}{2} = 4$ hours.

Schools which have Christmas concerts and their concerts are for more than one night will be entitled to receive the premium for the second, third and fourth concerts.

In cases where the custodian has opted to haul garbage to the dump the custodial services entitlement shall be increased by 15 minutes per day. Where the custodian has opted not to haul garbage to the dump the Maintenance Supervisor shall make other arrangements for garbage pickup at his/her discretion.

The decision to have a head custodian or custodian designation will be based on the skills of the individual. If the individual is unable to perform handyman tasks, i.e. change water taps, etc., that individual will be designated as a custodian.

Schools, in consultation with the Maintenance Supervisor will be able to propose to the Board any combination of assistant custodians, and cleaners. Note: See May 15, 1990 #3

The custodial formula shall be reviewed annually and will be adjusted if the time increase or decrease is more than 15 minutes from the previous year. The adjusted times will become effective September 1. The projected enrollments shall be used for the calculation. If necessary adjustments will be made based on the formula and actual September 30th enrollments. (Employees affected shall have notice of at least one pay period.) October 19, 1993, amended September 30, 1997.

Resolution No.4 November 9, 2010

Page 1 of 1

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section G – Facilities & Maintenance Reimbursements - Custodial

G-00

- a) **Garbage disposal** – In communities where there is no garbage pick up and where the custodian has opted to haul away garbage to the dump, the custodian will be paid an honorarium to cover expenses as per below formula per school year. (In cases where a division vehicle is used for the purpose of garbage hauling, there will be no reimbursement.) Where the custodian has opted to haul garbage to the dump, the school custodial entitlement shall be increased by 15 minutes per day. Where the custodian has opted not to haul garbage to the dump the Maintenance Supervisor shall make other arrangements for garbage pickup at his/her discretion.

\$100 per year Up to 5 km round trip
 \$170 per year more than 5 km < or equal to 10 km
 \$240 per year >10 km < or equal to 15 km
 \$310 per year >15 km < or equal to 20 km

- b) **Intrusion alarms** – All persons who have school intrusion alarms shall be paid an honorarium of \$30.00 per school year to cover expenses.
- c) **Productions** - Schools which have major productions will receive premium cleaning time for one person. The premium will be equal to the time of production plus ½ hour before and after. For example production 7:00 – 10:00 = 3 hours premium ½ + 3 + ½ = 4 hours. (care-taking formula page 10)

It is the responsibility of the school principal to inform the secretary-treasurer as to the eligibility of all reimbursements.

All the above shall be paid at the end of the school year.

Resolution No.18 October 25, 2005
 January 3, 1993, June 5, 2001, Resolution No.9 December 14,2004
 Resolution No. 5 November 9, 2010

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section G – Facilities & Maintenance

Vandalism or Break Ins

G-00

VANDALISM OR BREAK INS

All staff members shall report cases of vandalism of school property or break in to the principal immediately.

The principal shall report all cases of vandalism, in writing, to the secretary-treasurer. The secretary-treasurer shall insure that, where appropriate and necessary, the police are informed. The secretary-treasurer shall report all cases of vandalism or break ins to the board. The police shall be notified in all cases where vandalism has occurred to exterior school property. Where immediate action is required any employee may contact the police.

July 20, 1993

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		