

**ADMINISTRATIVE
PROCEDURE FORM 181-1
VIDEO SURVEILLANCE
REQUEST**

I.T. Department

NORTHWEST SCHOOL DIVISION NO. 203 507 5th Ave. W, Meadow Lake, SK, S9X 1A9





PREAMBLE

AP 181 VIDEO SURVEILLANCE

SITE: _____

LOCATION: ☐ **INTERIOR** ☐ **EXTERIOR**

SERVICE REQUEST #: _____

ESTIMATED PROJECT COST: \$ _____

DATE: _____

Contents

Preamble.....	1
Overview	2
1. Project Background and Description.....	2
2. Project Scope	2
3. High-Level Requirements	2
4. Affected Business Processes or Systems.....	3
5. Compliance	3
6. Implementation Plan	3
7. Coordination with Facilities	4
8. Equipment and Materials list.....	4
9. High-Level Timeline/Schedule	5
10. Budget	5
Approval and Authority to Proceed.....	6

OVERVIEW

1. Project Background and Description

- i** Reason for request: must be based on verifiable, specific incidents of crime, significant safety concerns or other compelling circumstances. This does not include anecdotal evidence or speculation.

2. Project Scope

- i** Project scope defines the boundaries of a project. Include a CAD drawing with camera placement, signage, required cabling and any equipment for viewing recordings or live video.

3. High-Level Requirements

- i** Describe the high-level requirements for the project:

The finished project must: (expectations)

-
-

4. Affected Business Processes or Systems

i Describe impacts on site operations: loss of space, power, gas, etc.

5. Compliance

i Village approvals, permits, line locates, etc.

Asbestos identification/verification:

Fire seal requirements:

Other (approvals, permits, line locates, etc.)

6. Implementation Plan

i Include overview of how you plan on completing this project within budget and on time. What resources are needed? (staff, third-party contractors, materials, special orders, location access, etc.)

7. Coordination with Facilities

i Include any work that facilities will have to complete or assist with in this project

8. Equipment and Materials list

i List required cost items.

Equipment in stock (journal entry parts etc. – include part numbers where applicable):

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-
-
-

Equipment requiring purchase acquisition (include relevant part numbers where applicable):

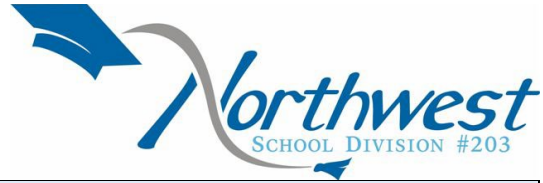
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9. High-Level Timeline/Schedule

i *Describe what the high-level timeline/schedule will be to plan, design, develop and deploy the project. Generally, when do you expect this project to be started and finished?*

10. Budget

Proceed to costing analysis.



i Costing Analysis: Outline the budget costs associated with each cost center?

School Budget Costs: ☐ Approved ☐ Denied Signature: _____

1-2-12-140-250-____-998-9998: \$ _____
 1-2-12-140-253-____-998-9998: \$ _____
 1-2-12-135-345-____-998-9998: \$ _____
 OTHER 1-2-12-____-____-998-9998: \$ _____

Comments: _____

I.T. Budget Costs: ☐ Approved ☐ Denied Signature: _____

1-2-12-140-250-____-330-9998: \$ _____
 1-2-12-140-253-____-330-9998: \$ _____
 1-2-12-135-345-____-330-9998: \$ _____
 OTHER 1-2-12-____-____-330-9998: \$ _____

Comments: _____

Facilities Budget Costs: ☐ Approved ☐ Denied Signature: _____

1-2-13-145-401-XXX-330-9998: \$ _____
 1-2-13-145-401-XXX-998-9998: \$ _____

Comments: _____

APPROVAL AND AUTHORITY TO PROCEED

We approve the project scope, timelines, budget costs and final outcomes.



Name	Title	Date	Signature	Approval
	Principal			Approved: ☐ Denied: ☐
	Superintendent			Approved: ☐ Denied: ☐
Todd Forbes	Supervisor of Technology			Approved: ☐ Denied: ☐
Bob Tough	Supervisor of Facilities			Approved: ☐ Denied: ☐
Jennifer Williamson	Director of Education			Approved: ☐ Denied: ☐