

## MAINTENANCE, INSPECTION AND SAFETY

### Background

Maintenance, inspection and safety of the Division facilities are vitally important functions of the Division. It is through the ongoing duties of Division personnel that the Division is able to plan and monitor its facilities. This is done to meet the needs of students, staff, volunteers and the public.

### Procedures

1. Principals and maintenance staff shall regularly inspect school equipment, buildings and grounds for possible unsafe conditions.
2. The Facilities Coordinator is to arrange safety training as required by provincial legislation including the Saskatchewan Employment Act and Occupational Health and Safety Regulations.
3. The Principal is responsible for the ongoing supervision and monitoring of the school's general maintenance. This includes the school building, school grounds and equipment.
  - 3.1 The Principal is to establish procedures with the caretaker to handle minor repairs at the local level and refer major items to the Supervisor of Facilities.
  - 3.2 The Principal is to submit recommendations for facility repair and minor renovations to the Supervisor of Facilities for consideration in the Board's budget process.
4. Any modifications to school facilities requires approval by the Director or designate in consultation with the Supervisor of Facilities. Modifications to school facilities may include but not restricted to:
  - 4.1 General school grounds (e.g. playgrounds, tracks, parking, etc.)
  - 4.2 Repurpose of classrooms requiring renovations
5. Responsibility of Caretakers:
  - 5.1 Caretaking operations shall be under the direct supervision of the Principal in accordance with the Education Act.
  - 5.2 Caretaking services shall be under the direct supervision of the Facilities Coordinator.

Reference: Sections 85, 87, 175, 190 Education Act  
Saskatchewan Employment Act  
Occupational Health and Safety Regulations  
National Building Code of Canada  
National Fire Code of Canada  
The School Division Administration Regulations 45, 48, 49

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