

## **TCDSB Facilities Services Operating Procedure**

Approved: September 2016

This document outlines the standard operating procedures for the Facilities Services staff, including Capital Services, School Renewal, School Operations and School Maintenance, in terms of compliance with legislative and Board requirements.

### **Definitions**

*Facilities* – all buildings, structure and grounds that are leased, owned or controlled by Toronto Catholic District School Board (TCDSB)

*Facilities Database* – the TCPS (Total Capital Planning Solutions) database, an up-to-date and accurate database for Toronto Catholic District School Board facilities reported to the Ministry of Education on a yearly basis.

### **Legislative Context**

Authorities Having Jurisdiction but not limited to the following:

Ontario Building Code (OBC)

Ontario Fire Code

Accessibility for Ontarians with Disabilities Act (AODA)

Technical Standards & Safety Act (TSSA)

Ontario Electrical Safety Code (ESA)

Occupational Health and Safety Act and Regulation for Construction Projects

Green Energy and Green Economy Act

### **Responsibilities**

Capital Services and School Renewal are responsible for project management for all school renewal, renovation, additions and new schools. These departments shall:

- Develop project budget estimates and identify project scope.
- Communicate and coordinate with the school community throughout the entire project life-cycle. The school community shall include all stakeholders but not limited to parents of students attending the school, staff of the particular school, supervisory officers of the school, local trustee, and pastors.
- Appoint consultants and award contractors through TCDSB Procurement Policy and Procedure.
- Monitor the design and construction/renovation of facilities.
- Follow the principles outlined in the manual prepared by the Expert Panel on Capital Construction: From Concept to Classroom – Leading Practices Manual for School Construction in Ontario.
- Update *Facilities Database* at the completion of every project.

School Operations & Maintenance are responsible to provide a clean, healthy and safe environment for all occupants and repairing of all building structures, finishes, electrical and mechanical equipment. These departments shall:

- Develop and manage Operation & Maintenance funding and budget.
- Respond to emergency situations that result in a threat to life, safety, health, facilities, utilities or interruptions to classes.
- Ensure overall cleanliness and safety of the facilities through daily and monthly inspections logs. Problems identified in the logs will be processed through SAP for repair.
- Maintain all operating systems in proper working conditions by having a detailed preventative maintenance plan, an ongoing deferred maintenance plan and responding to the repair needs.
- Ensure proper operation of life safety items, such as elevators, barrier free access control, emergency lighting and fire prevention through daily, monthly and annual inspections. Annual inspections are performed through third-party vendors.
- Manage site safety practices such as weed control, grass cutting, snow removal and security monitoring through third-party vendors.
- Collaborate with the Occupational Health & Safety department in the Asbestos Management Program.
- Provide school services including pick up/disposal and/or recycling of furniture and equipment; coordinate moves and setups between and within schools.
- Update *Facilities Database* at the completion of every project.
- Document report and follow-up on systems for maintenance deficiencies on all facilities including leased facilities.