



**POLICY SECTION:** BUILDING/PLANT/GROUNDS  
**SUB-SECTION:** BUILDINGS  
**POLICY NAME:** FACILITIES MANAGEMENT  
**POLICY NO:** B.B. 01

<b>Date Approved:</b> September 22, 2016-Board	<b>Date of Next Review:</b> September 2021	<b>Dates of Amendments:</b>
<b>Cross References:</b> F.P. 01 Purchasing Policy S. 25 Good Neighbour Policy		
<b>Appendix – TCDSB Facilities Services Operational Procedures</b>		

### **Purpose**

To provide greater accountability of facilities infrastructure and a higher standard for internal controls of facilities management, in alignment with current Education Statutes and Regulation of Ontario (Section 169.1(5)). This policy requires the maintenance of a comprehensive set of operating procedures that will adapt to changes in facilities management principles, new legislation and industry best practices.

### **Scope and Responsibility**

The purpose of ensuring facilities management accountability and effective internal controls is the responsibility of administrators throughout the Toronto Catholic District School Board (TCDSB) organization. The Director of Education supported by the Superintendent of Facilities, is responsible for this policy.

### **Alignment with MYSP**

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

Inspiring and Motivating Employees



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### **Policy**

The Toronto Catholic School Board (TCDSB) will achieve effective utilization and stewardship of its facilities resources through sound application and management of facilities systems and internal controls involving Capital Services, School Renewal, School Operations and School Maintenance. These objectives will be achieved by adherence to facilities management principles, sound industry best practices and the regulation of applicable Authorities Having Jurisdiction. Management will maintain comprehensive operational procedures to guide and safeguard both occupants and assets of TCDSB in its day to day operations.

### **Regulations**

1. Senior Coordinator of each department shall develop and maintain appropriate, and where required, confidential procedures pertaining to funds allocation and financial control.
2. Supervisors of each department shall obtain or assist in obtaining appropriate permits where necessary and liaise with appropriate authorities to ensure compliance with relevant acts, regulations and legislative requirements.
3. All work including new schools, additions, interior and exterior renovations and repairs shall adhere to the established TCDSB building design standards.
4. School Operations and Maintenance Staff shall ensure health and safety of the occupants through daily and annual checks, inspections, tests and maintenance of life safety, fire protection and operating equipment as mandated by relevant acts, regulations and legislative requirements.
5. Facilities Services staff shall update the Facilities Database at the completion of every project. Database to be made available to other departments within the Board and Authorities Having Jurisdiction.



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### **Evaluation and Metrics**

1. Facilities Budget Report, outlining Capital Services, School Renewal, School Operation & School Maintenance, will be provided annually to the Board of Trustees.
2. Capital Program Status Update Report will be provided annually or twice a year as required to the Board of Trustees.
3. School Renewal Program will be provided every two years to the Board of Trustees.