



## **SYSTEM GOAL – FACILITIES MONITORING REPORT – MARCH, 2009**

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### **System Goal:**

#### **Facilities - Provide and maintain safe and pleasing facilities and grounds in the division.**

- Continue to monitor the condition and needs of all schools and buildings in the division and update the five year facility plan
- Determine division liability regarding unused buried fuel tanks on school property
- Update Land Titles information and dispose of unused property and buildings
- Provide professional development for maintenance and caretaking staff

### **Identified Outcomes:**

1. All school buildings will be rated as to their present condition, cost to operate and itemized list of future needs.
2. Comprehensive list created of all unused buried fuel tanks on school division property provided to SSBA.
3. Proof of succession for all properties obtained. Transfer of ownership of vacant properties. Sale of buildings no longer required.
4. Ongoing safety training and computer skills development for maintenance and caretaking staff.
5. Caretaker use of handbook guidelines.
6. Successful implementation of five year facilities plan within budget.
7. All caretaking staff trained in WHMIS and part of OHC in schools.

### **Reasonable Interpretation of System Goal which focuses on Facilities:**

I interpret the above goal to mean that as a division we will ensure that the school division facilities will be maintained to ensure the safety and comfort of the occupants. Renewing the five year facilities plan and monitoring school division properties are important components of fiscal responsibility in our facility management. Overseeing the cataloguing and disposal of properties to reflect current needs is a long term process which is being addressed. The employees who provide the support in the area of facilities require training and support to fulfill their role. As a school division we are committed to provide the necessary training and participation in Occupational Health and Safety Committee work and other safety processes for our employees. The end result is for everyone to be safe and comfortable in the learning and work environments in our school division.



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### **Compliance Demonstrated:**

(Numbers coincide with above outcome list)

I report compliance to the system goal in the area of Facilities with the following evidence:

1. FAME software purchased and being implemented to input division buildings – beginning stages of process. This is a comprehensive database which will provide rich information regarding facilities.
4. Training for maintenance and caretaking staff has occurred over 4 days in the areas of Occupational Health and Safety Committee Member, Playground Safety, Microsoft Excel.
5. Caretaker use of handbook regarding cleaning guidelines; performance appraisal section with school-based administrator.
6. Currently on budget with facilities plan.
7. All caretakers have completed WHMIS training. Where applicable, there is caretaker representation on the OH&S Committee.

### **Compliance in Process:**

I report the following regarding assessment goals which are currently being addressed in the 2008-09 school year that require further attention:

1. FAME data input is in progress for all school division properties, the data information is broad and requires more time (process began January 15, 2009).
2. Unused properties with buried fuel tanks have not all been identified, search is in progress.
3. Transfer or sale of school division properties is at various stages – one teacherage in Mildred to tender in July; Mildred School disposal; other old school site land transfers, approximately 160 across the division need to be completed.
4. Skill building of computer skills and required certification for employees in the facilities area continues to be addressed through training.

### **Acceptance by the Board:**

The Board finds this monitoring report to be acceptable with regards to the outcomes reported and seeks to have the “in progress” goals fulfilled as the school year progresses and does so by motion.