
REGULATION 3520.1

MAINTENANCE OF PLANT

1. The Maintenance Section shall be responsible for all matters relating to the maintaining of school property.
The term "school property" is intended to include School Board buildings, services, grounds, etc.

2. Long term objectives of the Maintenance Section shall be the efficient operation of the services within its scope such as;
 - a) To provide efficient services for the maintenance and repair of all property owned and operated by this District.
 - b) The development of a comprehensive preventative maintenance program relative to all aspects of school property.
 - c) To develop and maintain a continuing program of upgrading for all sites within the District.
 - d) To develop and operate programs of cost control, work schedules, reference date and record keeping to insure maximum efficiency at minimum cost.
 - e) Ensure the needs and request of principals and school staff are dealt with promptly and efficiently.

3. To assist in realizing its objectives, the Maintenance Section may utilize the following trades for the purposes as outlined:
 - i) Carpentry:**
 - a) For the purpose of effecting all projects and repairs as may be required by this trade. Associated trades may include locksmith, glazier, mechanic, welder.
 - b) to effect such phases of the preventative maintenance program as may be required this trade.

 - ii) Electrical:**

- a) For the purpose of effecting all projects and repairs as may be required by this trade, including I.E. and Home Economics equipment.
- b) To effect such phases of the preventative maintenance program as may be required by this trade with particular attention to fire, safety, security and government inspection services.

iii) Grounds:

- a) For the purpose of effecting all grounds and field improvement projects and repairs as may be required by this trade.
- b) To ensure a continuing maintenance program for play fields, landscaped areas, tracks, etc.
- c) To develop new sites as required.

iv) Painting:

- a) For the purpose of effecting all painting projects and repairs as may be required by this trade.
- b) To effect such phases of the preventative maintenance program as may be required by this trade.

v) Mechanical:

- a) For the purpose of effecting all plumbing and heating projects and repairs as may be required by this trade.
- b) To effect such phases of the preventative maintenance program as may be required by this trade, including heating plants, boilers, government inspection, oil burner servicing.

vi) Roofing and Sheet Metal:

- a) For the purpose of effecting all projects and repairs as may be required by this trade.
- b) To effect such phases of the preventative maintenance program as may be required by this trade including roof repairs.

vii) Such other categories as may be required to assist in the overall operating of the Maintenance Section.

4. Proposed alterations to buildings effecting room usage, size, capacity, etc., and undertaken by the Maintenance Section, must receive prior approval of the School Plant Manager.

Greater Victoria School District

Approved: October 1971

Various revisions

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

Revised: June 1980

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