



The Board of Education of School District No. 61 (Greater Victoria)
Operations Policy and Planning Committee
AGENDA

Monday, January 11, 2021, 7:00 p.m.

Broadcasted via YouTube

<https://bit.ly/3czx8bA>

Chairperson: Trustee Leonard

Pages

A. COMMENCEMENT OF MEETING

A.1. Acknowledgement of Traditional Territories

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories we live, we learn, and we do our work.

A.2. Approval of the Agenda

Recommended Motion:
That the January 11, 2021 agenda be approved.

A.3. Approval of the Minutes

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Recommended Motion:
That the December 7, 2020 Combined Education Policy and Directions Committee and Operations Policy and Planning Committee meeting minutes as they pertain to Operations Policy and Planning Committee, be approved.

A.4. Business arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

B.1. Climate Emergency Plan - Abby Henry, SD61 Student

C. SUPERINTENDENT'S REPORT

C.1. Recognition of Student Representative

- a. Annika Clark from Victoria High School

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS

E.1. Policy Sub-Committee Report

- a. Draft Bylaw 9130.4, Audit Sub-Committee 13
- b. Draft Policy 1330 - Community Use of Facilities 15

Recommended Motion:

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Policy *1330 Community Use of Facilities*.

- c. Draft New Policy 1330.1 - Child Care Providers 18

Recommended Motion:

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy 1330.1 *Child Care Providers*; AND FURTHER

Direct the Superintendent to develop an Administrative Procedure.

- d. Draft Bylaw 9330.1 Appeal Process 19
- e. Draft Bylaw 9360, General Meeting of the Board 25
- f. Draft Bylaw 9140, Ad Hoc Committee of the Board 30
- g. New Policy 4116.13, Whistleblower Protection 33
- h. Draft Policy 8251, Trustees' Code of Conduct 35

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| i. | Abandonment of Policies | 42 |
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Recommendation:

That the motion *"That the Board of Education of School District No. 61 (Greater Victoria) abandon Policies 6142.03, 6151, 6161.2, and 6164.1; AND FURTHER THAT*

The Board refer Policies 6145.01, 6145.02, 6161.1, 6162.5, and 6163.1 to the Superintendent for administration manual consideration."

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F. FACILITIES PLANNING

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| F.1. | SJ Burnside Upgrade Project Report | |
| a. | December 7, 2020 Combined Education Policy and Directions Committee and Operations Policy and Planning Committee Meeting Question and answer follow up. | |
| F.2. | Shops Audit Findings and Status Report | 81 |
| F.3. | Operations Update: January 2021 | 175 |

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS

H.1. Website Report Menu and Sub-Menu - Trustee McNally

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Recommended Motion:

That the Board of Education SD61 Greater Victoria direct the Superintendent to direct the Information Technology Department to set up submenus under the “Our District” menu, between “Provincial School Act” and “Trustee Elections”,

AND FURTHER

That the Superintendent develop a protocol by the end of November 2020 with staff that will ensure all public reports are placed in the appropriate file, following approval / receipt by the Board, the day after the meeting that approves / receives the report.

H.2. Climate Accountability Working Group - Trustee Duncan

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Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to establish a Climate Accountability Working Group comprised of representatives from our stakeholder groups, including: staff, students, parents and representatives from First Nations along with Trustees in order to identify potential actions to minimize School District greenhouse gas emissions, plans to continue to minimize those emissions and to meet our obligations under the Climate Accountability Act and CleanBC.

I. NOTICE OF MOTION

J. GENERAL ANNOUNCEMENTS

K. ADJOURNMENT

Recommended Motion:

That the meeting adjourn.

Note: This meeting is being audio and video recorded. The video can be viewed on the District website.



Combined Education Policy and Directions Committee & Operations Policy and Planning Committee Meeting

REGULAR MINUTES

December 7, 2020, 7:01 p.m.

Trustees Present: **Education Policy and Directions members:** Nicole Duncan, Chair, Tom Ferris, Diane McNally, Ryan Painter, Jordan Watters (ex officio)
Operations Policy and Planning members: Elaine Leonard, Chair, Rob Paynter, Angie Hentze, Ann Whiteaker, Jordan Watters (ex officio)

Administration: Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Colin Roberts, Associate Superintendent, Harold Caldwell, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Chuck Morris, Director of Facilities Services, Andy Canty, Director – Information Technology for Learning, Jeff Davis, Director of International Student Program, Simon Burgers, District Principal, Madeleine Challies, French Language Coordinator, Jim Soles, Associate Director of Facilities and Manager of Major Capital Projects, Marni Vistisen-Harwood, Manager, Capital Planning and Implementation, Facilities Services, Kelly Gorman, Recorder

Stakeholders & Guests: Christine Payne, VCPAC, Jane Massey, CUPE 947 President, Connor McCoy, GVPVPA President, Mark Morrison, Second VP & Health & Safety Officer, GVTA, Kristal Stevenot, HDR Architecture Associates, Inc., Jim Mann, HDR Architecture Associates, Inc., Rod Windjac, HDR Architecture Associates, Inc.

A. COMMENCEMENT OF MEETING

The meeting was called to order at 7:01pm.

A.1 Acknowledgement of Traditional Territories

Chair Duncan recognized and acknowledged the Esquimalt and Songhees Nation, on whose traditional territories we live, we learn and we do our work.

A.2 Approval of the Combined Education Policy and Directions Committee & Operations Policy and Planning Committee Meeting Agenda

Moved by Tom Ferris

That the December 7, 2020 Combined Education Policy and Directions Committee and Operations Policy and Planning Committee meeting agenda be approved as amended with the addition of:

E1 Notice of Motion - McNally

Move H1 to C2

Motion Carried Unanimously

B. EDUCATION POLICY AND DIRECTIONS COMMITTEE

B.1 Approval of the Minutes

Trustee Whitaker requested that future minutes reflect the voting members for each committee.

- a. Approval of the November 2, 2020 Education Policy and Directions meeting minutes

Moved by Tom Ferris

That the November 2, 2020 Education Policy and Directions Committee meeting minutes be approved.

Motion Carried Unanimously

B.2 Business arising from Minutes

Trustee Whiteaker advised she and Associate Superintendent Caldwell held a conversation relative to the budget allocated to counsellors in the , C.8 Mental Health Grant from the November 2, 2020 Education Policy and Directions Committee meeting.

C. PRESENTATIONS TO THE COMMITTEE

C.1 ISP Annual Report - Director Davis

Director Davis presented the International Student Program Annual Report. Student enrollment is down 50% due to the pandemic, which is a lower decrease than average International Student Programs in other school districts. Interest remains high based on the number of applications received. Travel restrictions from source countries have also contributed to a delay in student enrollment. Questions of clarification were asked.

C.2 HDR Architecture Associates, Inc. re: Victoria High School - Associate Director of Facilities and Manager of Major Capital Projects Soles

Associate Director of Facilities and Manager of Major Capital Projects Soles introduced Kristal Stevenot, Jim Mann and Rod Windjac Representatives from HDR Architecture Associates, Inc. The presentation focused on accessibility, inclusivity, energy efficiency, water efficiency and fire sprinklers. Vic High's architects identified multi-purpose spaces and a rooftop garden which will allow for a more flexible floorplan to engage teachers and students. Questions of clarification were asked. Trustees provided thanks to HDR Architecture Associates, Inc.

D. NEW BUSINESS

D.1 Introduction of Student Representative

Superintendent Green introduced and welcomed Student Representative Madeline Astridge from Reynolds Secondary School.

D.2 District Team Update - Languages and Multicultural Initiatives - District Principal Burgers and French Language Coordinator Challies

District Principal Burgers and French Language Coordinator Challies provided an update. French Language Coordinator is a new position for the Greater Victoria School district and has been highly utilized. Highlights were the creation of a digital library, Professional Development Day(s)

plans, as well as Indigenous and Career Education literature translated into French. Trustees provided thanks to the staff for their dedication.

D.3 Diversity & Inclusion Forum Update - Deputy Superintendent Whitten

Deputy Superintendent Whitten reviewed the memo provided. Questions of clarification were asked.

D.4 Advocacy Committee Update - Trustee Whiteaker

Trustee Whiteaker referred to the report and advised that the committee had no further work relative to student assessment through pandemic as most students have returned to school. Trustee Painter thanked Trustee Whiteaker.

E. NOTICE OF MOTION

Trustee McNally Childcare Notice of Motion to be brought to the December 14 Board of Education Meeting.

E.1 Staffing Child Care SD 61 - Trustee McNally

That the motion "That the Board of Education SD61 Greater Victoria direct the Superintendent to staff early child care / child care before and after school programs with first consideration to CUPE 947 members who apply for the positions, and FURTHER, that CUPE 947 EAs immediately / as soon as possible be offered the positions at their current hourly wage before wide advertisement or SD61 staff contracting with other community provider(s)." be referred to the Board of Education meeting December 14, 2020.

F. GENERAL ANNOUNCEMENTS

G. OPERATIONS POLICY AND PLANNING COMMITTEE

G.1 Approval of the Minutes

- a. Approval of the November 9, 2020 Operation Policy and Planning meeting minutes

Trustee Paynter requested a name correction to Painter in the minutes item 8.2

Moved by Ann Whiteaker

That the November 9, 2020 Operations Policy and Planning Committee meeting minutes be approved as amended.

G.2 Business Arising from Minutes

H. PRESENTATIONS

I. SUPERINTENDENT'S REPORT

J. PERSONNEL ITEMS

K. FINANCE AND LEGAL AFFAIRS

K.1 Policy Sub-Committee Report

- a. Draft Bylaw 9360, General Meeting of the Board

Trustee Leonard presented Trustees with the latest version of Bylaw 9360 based on edits from the September, October and November Operations Policy and Planning Committee meetings. Committee members discussed items #1-9 of the bylaw. By consensus the remaining items #10-15 be postponed to the January 11, 2021 Operations Policy and Planning Committee meeting.

By consensus the committee referred **K.1** b-f to the January 11, 2021 Operations Policy and Planning Committee meeting.

- b. Draft Bylaw 9140, Ad Hoc Committee of the Board
- c. Draft Policy 8251, Trustees' Code of Conduct
- d. Draft Bylaw 9130.4, Audit Sub-Committee
- e. New Policy 4116.13, Whistleblower Protection
- f. Abandonment of Policies

That the motion *"That the Board of Education of School District No. 61 (Greater Victoria) abandon Policies 6142.03, 6151, 6161.2, and 6164.1; AND FURTHER THAT*

The Board refer Policies 6145.01, 6145.02, 6161.1, 6162.5, and 6163.1 to the Superintendent for administration manual consideration." be referred to the Operations Policy and Planning Committee meeting on Jan 11th, 2021

K.2 Monthly Financial Report: November 2020 - Secretary-Treasurer Morris

Secretary-Treasurer Morris provided Trustees the Monthly Financial Report for November 2020. The yearly revenue and expenses were compared against those from the year prior. Questions of clarification were asked. A breakdown of miscellaneous services was requested and will be provided at the January 11, 2021 Operations Policy and Planning Committee meeting.

K.3 2021-2022 Budget Process - Secretary-Treasurer Morris

Secretary-Treasurer Morris presented the proposed Budget Process for 2021-2022. Questions of clarification were asked.

Moved by Angie Hentze

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2021-2022 Budget Process as presented.

Motion Carried Unanimously

L. FACILITIES PLANNING

L.1 SJ Burnside Upgrade Project Report - Secretary-Treasurer Morris

Secretary-Treasurer Morris provided a summary of the report. Trustee Leonard thanked staff for the report and acknowledged the time spent to create the review. Trustee Leonard stated that due to the time, questions of clarification were to be emailed to the Chair of the Board Trustee Watters, Secretary-Treasurer Morris, and Superintendent Green. Questions and answers will be reviewed at a future public meeting.

L.2 Online Registration - Director Information and Technology for Learning Canty and Associate Superintendent Roberts

Director Information and Technology for Learning Canty and Associate Superintendent Roberts advised the committee of the implementation of online registration for the 2021-2022 school year . Questions of clarification were asked.

L.3 December 2020 Operations Report - Director of Facilities Morris

Director of Facilities Services Morris, presented the Monthly Operations Update for December including an overview of recent work and progress on major and minor capital projects. Trustees thanked Director of Facilities Services Morris and his team for their ongoing hard work.

L.4 Shops Audit Findings and Status Report - Secretary-Treasurer Morris

By consensus Shops Audit Findings and Status Report be postponed to the January 11, 2021 Operations Policy and Planning Committee meeting.

M. NEW BUSINESS

M.1 Website Report Menu and Sub-Menu - Trustee McNally

Moved by Angie Hentze

That the motion "That the Board of Education SD61 Greater Victoria direct the Superintendent to direct the Information Technology Department to set up submenus under the "Our District" menu, between "Provincial School Act" and "Trustee Elections",

AND FURTHER

That the Superintendent develop a protocol by the end of November 2020 with staff that will ensure all public reports are placed in the appropriate file, following approval / receipt by the Board, the day after the meeting that approves / receives the report." be referred to the Operations Policy and Planning Committee meeting on January 11th, 2021.

Motion Carried Unanimously

N. NOTICE OF MOTION

O. GENERAL ANNOUNCEMENTS

Associate Superintendent Roberts was directed by Trustee Leonard to read the questions submitted from the public. The questions and answers will be brought forward to the January 11, 2021 Operations Policy and Planning Committee meeting.

P. ADJOURNMENT

The meeting adjourned at 11:01pm.

Moved by Ann Whiteaker

That the meeting adjourn.

Note: This meeting is being audio and video recorded. The video can be viewed on the District website.

Motion Carried Unanimously

Chair

Secretary-Treasurer

DRAFT

BYLAW 9130.4

AUDIT SUB-COMMITTEE

1. Within thirty days from the date of the election of Trustees to the Board of Education of School District No. 61 (Greater Victoria) and thereafter following the November Board meeting of each year, the Chair of the Board shall appoint two Trustees to comprise the membership of the Audit Sub-Committee.
2. At the first meeting of the Audit Sub-Committee the members of the Sub-Committee shall select a Chair.
3. Associated with the Sub-Committee shall be:
 - a) the Superintendent of Schools or delegate and any other staff as may be required by the Sub-Committee;
 - b) up to three (3) community members with financial or business backgrounds determined by the Chair of the Audit Committee
4. The Audit Sub-Committee shall meet as required:
 - a) Assist the Board of Education in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, risk assessment and mitigation strategies, internal and external audit functions and compliance matters.
 - b) Review and recommend approval of the School District's annual audited financial statements to the Board of Education
 - c) Review quarterly financial reports;
 - d) understand the scope of the external auditors' review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses;
 - e) Assess risk matters and determine the adequacy of risk mitigation strategies implemented by Management.
 - f) Recommend the appointment and compensation of the external auditor to the Board of Education
 - g) Review the audit engagement letter
 - h) Review and confirm the independence of the external auditors
 - i) Ensure that direct and open communications exist among the audit committee, management and the external auditor
 - j) Meet with the external auditor to review and approve the annual audit plan, including scope, materiality levels, areas of audit risk and timelines
 - k) Receive and review the results of the annual financial statement audit including the post audit management letter together with management's responses

- l) Receive and review operational audit results
- m) Review the results of the internal audit of the elementary, middle and secondary schools' accounting records and processes
- n) Advise the Board of Education with respect to the plan, conduct and reporting of the annual external audit and the internal audit function
- o) will ensure that Management has the proper review system in place to ensure that the District's financial statements, reports and other financial information disseminated to the public and government organizations satisfy legal requirements
- p) Receive and review data to ensure that programming is meeting desired outcomes
- q) Make recommendations on programming as it aligns with District goals

5. The Audit Sub-Committee shall report to the Board of Education.

Greater Victoria School District

Adopted: XXXXXXXX

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Bylaw 9130.4

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POLICY 1330

COMMUNITY USE OF OPERATIONAL SCHOOLS AND GROUNDS

The Board believes that school facilities are a primary resource to a community and play a major role in community education. Community organizations have long been active in providing educational, social and leisure services to residents. The partnerships created by extended use of school facilities provide a wide array of opportunities, services and facilities to the total community. Considerable prime time availability of these resources remains after all the needs of the educational program have been met and the Board recognizes the value of such in meeting the needs of the community.

Purpose

The purpose of this policy is to set standards for and facilitate the use of school facilities by the community during times when these facilities are not required for educational purposes.

Principles and Goals

Public schools belong to and are an integral part of our community.

The primary use of school facilities is for the delivery of public education programs.

A secondary use, recognized and promoted by the Greater Victoria School District, is to meet community needs that are aligned with the Board's mission, vision and values, and policies and regulations. ~~and w~~Wherever possible the District will attempt to accommodate and encourage community use of school facilities.

In particular, the Greater Victoria School District (the Board) recognizes and supports the provision of non-profit childcare services wherever feasible on District property by way of lease or license.

Priority of Users

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Where there is a need to determine a priority of use for District facilities and grounds, users will be accommodated in the following order:

1. School use
2. PAC's, District Unions and District Associations
3. Community and Joint-Use Agreements
4. Other non-profit community groups and agencies
5. Commercial enterprises, fundraisers and private sector companies

Fees

A schedule of fees for users will be established by regulation. In the case of a non-profit community or childcare groups using District facilities, fees, where applicable, will be established on the basis of recovering operating costs incurred by the District rather than generating surplus revenue.

Offsetting operating costs from community use of school facilities may be met through the charging of rental, lease or licensing fees or the exchange of resources. For example, the use of gyms, meeting rooms, classrooms, fields and courts, cafeteria, auditoriums, library equipment etc., could be exchanged for community facilities/services such as: use of arenas, pools, playgrounds, sports fields, maintenance of sports fields and human resources.

Conditions and Standards

Every use of school facilities shall be defined by written agreement.

The use of school premises/facilities shall not interfere with the normal operations of the school and pupil safety shall be the primary consideration when entering into a school use agreement.

All community utilization of facilities, equipment and grounds, other than for regular school programs, must be approved in advance through the process established by regulation. The process and agreement shall involve the District Rentals Department, the individual school principal concerned and the client.

Portable and/or purpose built facilities may be approved for childcare or other approved uses on school sites provided all costs associated with the installation and ongoing maintenance and operation of the facility are borne by the group, unless covered by another agreement. The project shall conform to local municipal zoning and building regulations, CRD regulations, and regulations/policies of other authorities having jurisdiction. All costs necessary to obtain approval shall be borne by the society or other lessee under the *Land Titles Act*. Any land leased for a period in excess of three (3) years for purpose

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built facilities may require property subdivision and, as such, these requests will be considered on a case-by-case basis.

In the case of portables or purpose built facilities these facilities must not compromise field use, nor restrict opportunities for the Board to place on site other portables or facilities required for District programs or other approved uses.

Because of cost considerations to the District childcare services operating in surplus vacant space within the school will do so only during the September to June school year unless the District and the service provider are able to agree otherwise. Access to schools during the winter, spring and summer breaks will be dependent upon the availability of space and staff.

Joint Use Agreement

The District may enter into sharing agreements with municipalities and educational institutions covering the maintenance, operations and/or scheduling of school facilities. These agreements are premised on the value of community participation to enhance the K- 12 education experience.

Risk Management

A District employee must be on site when a school or school facility is being used by the public. A School Principal/ Administrator/Teacher or Facilities staff member may represent the District.

Greater Victoria School District

Approved: February 2004

POLICY 1330.1

1330.1: Child Care Providers

Drafted: December 2020

Adopted: TBA

Revised:

Frequency of Review: Annual

1.0 RATIONALE

- 1.1 The Board of Education recognizes that its primary obligation is to provide school-age educational programs. However, the Board may permit licensed child care programs to use the following District assets: vacant school facilities; space within operating schools; space within temporary portables or modular facilities; and purpose-built facilities utilizing Ministry of Children and Family Development New Spaces funding, or other third party funding agreements.

2.0 DEFINITIONS

- 2.1 Nil

3.0 POLICY

- 3.1 As per the *School Act* 85.1, the Board promotes licensed child care providers the use of Board property, ensuring that the usage does not disrupt or otherwise interfere with the provision of educational activities and that revenue obtained is not more than the direct and indirect costs (overhead) incurred by the Board as a result of making that use available.

4.0 RESPONSIBILITIES

- 4.1 **The Board of Education** is responsible to ensure compliance with the *School Act*
- 4.2 The **Superintendent** is responsible to ensure that District policy is upheld and administrative procedures are developed and enforced.

5.0 REFERENCES

- i. *School Act* Section 85.1

BYLAW 9330.1

APPEAL PROCESS

Preamble

In the spirit of administrative fairness, the ~~Greater Victoria School Board~~ of Education welcomes members of its educational community to express their questions, complaints or concerns to the appropriate authority.

As described in Section 11 of the *School Act*, the ~~Greater Victoria School Board~~ of Education supports and recognizes the right of the student, parent or guardian to appeal a decision of an employee(s) of the Board which significantly affects the education, health, or safety of the student. The failure of an employee(s) to make a decision shall be deemed a decision for the purpose of initiating an appeal.

~~It is the position of the Greater Victoria School Board that in most cases an appeal should be preceded by an appropriate consultative and problem-solving sequence as described in Policy and Regulation 1155 *Complaint Process for a Resolution of Concerns* but that such procedures should in no way constitute a barrier to an appeal or a final recourse to the Greater Victoria Board of School Trustees.~~

The Board of Education encourages students, parents and guardians to pursue a resolution of any question or concern through the problem solving processes set up under Policy and Regulation 1155, *Complaint Process for a Resolution of Concerns*.

I. The following decisions shall be ~~deemed~~ considered to significantly affect the education, health or safety of a student:

- a) disciplinary suspension from school for a period in excess of five (5) consecutive days;
- b) suspension from school for a health condition;
- c) placement in an educational program (this does not refer to classroom or teacher preference);

- d) grade promotion or graduation;
- e) refusal to offer an educational program to a non-graduated student sixteen (16) years of age or older; and,
- f) any other decision that significantly impacts the present or future educational program of the student.

~~If the Greater Victoria School Board or designate denies the appellant the right of appeal, reasons for the decisions denying the appeal must be given to the appellant in writing. The Greater Victoria School Board or designate will inform the appellant of the role of the Ombudsman.~~

II. Written Notice of Appeal

Every appeal to the ~~Greater Victoria School Board~~ **of Education** must be commenced by a written Notice of Appeal form (**see Bylaw 9330.1 attachment 1**). This form may be obtained from the school or district administration office. It must be completed in full and submitted to the Superintendent of Schools.

Assistance required in filling out this form is available upon request from the ~~Greater Victoria School Board Office~~.

III Consideration of Appeal by the Board of Education

Upon receipt of the Notice of Appeal, the Superintendent will notify the Board of Education. The Board of Education will meet as soon as practicable to:

- a) Determine whether the appeal meets the threshold set out in Section 11(2) of the School Act of a decision by an employee that significantly affects the education, health or safety of a student;
- b) In the event that the appeal does not meet the Section 11(2) threshold, refer the appellant to the appropriate complaint resolution process; or
- c) In the event the appeal does meet the Section 11(2) threshold:
 - i. Refer the appeal to the Appeal Sub-Committee for investigation
 - ii. Require the appellant to meet with the Superintendent or designate prior to further consideration
 - iii. Convene a meeting of the Board of Education to hear the appeal

The Board of Education will promptly report its decision and the reason for the decision to the appellant.

~~IVIII.~~ Appeal Sub-Committee - Appellants may choose to go directly to Step 1 of the Appeal Process

~~As an alternative to the appeals process, the Superintendent or designate, with agreement from the appellant, may refer the matter to an Appeal Sub-Committee consisting of:~~

The Appeal Sub-Committee is established under Section 11(5) of the School Act and its members will be appointed by the Board of Education, and its membership will include:

- a) Assistant Superintendent or Director of Instruction (1)
- b) Trustee (1)
- c) Administrative Officer (2)

The Sub-Committee may invite oral or written submissions.

~~When the Superintendent refers the appeal to the Sub-Committee, the Superintendent shall set a time, date and place for this purpose and shall give notice in writing to the appellant. With this notice the appellant must receive copies of all documentation and appropriate information.~~

The Sub-Committee will recommend a decision on the appeal to the Board of School Trustees **Education within 21 days of receipt of the Notice of Appeal.**

The Board of School Trustees **Education** shall promptly notify the appellant in writing of the Sub-Committee's recommendations, ~~and the reasons for the recommendations.~~ If the issue is not resolved by the Sub-Committee, then the issue may be taken through the ~~appeal process.~~ **The Board of Education must hear the appeal within 45 days of the date of the Notice of Appeal was received.**

~~IV.~~ The Appeal Process

~~Upon receipt by the Superintendent of Schools of the Notice of Appeal, in most cases, the appellant may be required to undertake the following steps. It is the intention that all steps in the Appeal Process proceed in a timely manner.~~

~~Step 1:~~

~~The appellant shall meet with the employee(s) involved with the decision. If for some acceptable reason the problem cannot be dealt with at the source the appellant may be directed to meet with the principal or designate. A support person of the appellant's choice shall be allowed to accompany the appellant throughout the Appeal Process.~~

~~Throughout the Appeal Process the appellant and the employee(s) whose decision is being appealed must receive all documentation and appropriate information generated at each step within a reasonable length of time and be informed of the progress of the appeal at each step.~~

~~— If there is no resolution:~~

~~Step 2:~~

~~— The appellant shall meet with the principal or designate and employee(s) involved in Step 1.~~

~~— Before this meeting, it is the responsibility of the principal or designate to review with the appellant Bylaw 9330.1 and the sequence of steps in the Appeal Process.~~

~~— At this meeting:~~

~~— a) a written report by the employee(s) indicating the decision and rationale for the decision will be reviewed. A copy of this report must be made available to the appellant prior to the meeting.~~

~~— b) other District personnel and/or outside agency personnel may be requested to attend the meeting for consultation. The appellant must be notified prior to the meeting of all personnel invited or likely to be present at the meeting.~~

~~— c) if there is no resolution, the principal or designate will forward all documentation to the Assistant Superintendent or the Director of Instruction.~~

~~— d) the principal or designate will ensure that the appellant receives a copy of all documentation and appropriate information that is being forwarded to the Assistant Superintendent or Director of Instruction.~~

~~Step 3:~~

~~— The appellant shall meet with the Assistant Superintendent or the Director of Instruction who will review all information relevant to the decision on the matter. At this meeting the Assistant Superintendent or Director of Instruction:~~

~~— a) may request the presence of other members of the District administration, employees or outside personnel as consultants. The appellant must be notified in writing and in advance of the meeting of the names of the people to be in attendance at that meeting.~~

~~— b) will attempt a resolution of the appeal based on the review of information available.~~

~~— c) communicate the resolution and the reasons for it in writing to the appellant and to the employee(s) whose decision led to the review.~~

~~— d) will document the events of the discussion of this meeting.~~

~~— e) if there is no resolution, the Assistant Superintendent or Director of Instruction will forward all documentation to the Superintendent of Schools.~~

~~— f) the Assistant Superintendent or Director of Instruction will ensure that the appellant receives a copy of all documentation and appropriate~~

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~~information that is being forwarded to the Superintendent of Schools.~~

V. ~~Step 4:~~ Meeting with Designated Employee(s)

If the appellant is required by the Board of Education to meet with an employee the Superintendent of Schools will gather all information relevant to the appeal and will meet with the appellant and attempt to resolve the appeal. If there is no resolution, the Superintendent of Schools will notify ~~the Chairperson of~~ the Board **within 21 days of receipt of the Notice of** that the appellant requests to take the Appeal to the Board of School Trustees ~~Education.~~

VI. ~~Step 5:~~ Board of Education Appeal Hearing

The Board of School Trustees ~~Education~~ will receive and review information pertaining to the appeal as follows:

- ~~a) The Superintendent shall provide the Board of School Trustees with all documentation and appropriate information with an explanation of the steps in the process undertaken.~~
- ~~b) The Board of School Trustees, after reviewing the pertinent information and documents surrounding the decision, shall decide if an appeal hearing is appropriate.~~
 - ~~i) if an appeal hearing is deemed not to be appropriate, the Board of School Trustees or designate will notify in writing the appellant and the employee(s) for that decision and the reasons for that decision.~~
- ~~ii)-a) If an appeal hearing is granted, the Board of School Trustees~~ **Education** will notify in writing the appellant and the employee(s) whose decision is being appealed of the time and date that it is to take place. **The appeal hearing will be scheduled at a time that provides for the Board of Education to make a decision within 45 days of the date the Notice of Appeal was received.** In the case of a hearing, reasonable time limits must be given to both the appellant and the employee(s) whose decision is being appealed. Opportunity must be given to the appellant to have his/her story heard and to ensure that all relevant information has been considered.
- ~~iii)-~~ **b) The appellant may be accompanied by a support person of their choice.**

- c) The Board of ~~School Trustees~~ **Education** must confine its deliberations to the decision being appealed.
- d) The Board of ~~School Trustees~~ **Education** shall make a decision and that decision shall be deemed the final decision. The Board of ~~School Trustees~~ **Education** shall notify in writing the appellant of the decision. At the same time, the decision and reasons for the decision shall be communicated in writing to the appellant and the employee(s) whose decision led to the appeal.

VII. Protection from Reprisals

The Board of ~~School Trustees~~ **Education** will not tolerate any direct or indirect form of reprisal as a result of the initiation or outcome of an appeal. Where there is evidence of reprisal, the Board of ~~School Trustees~~ **Education** will take immediate steps to remedy the situation.

VIII. Review Process

Each appellant and each employee(s) whose decision has been appealed will be given the opportunity to provide feedback on their experience on the Appeal Process (**see Bylaw 9330.1, attachment 2**). This feedback will be utilized when reviewing this bylaw and when developing new procedures to ensure that the Appeal Process remains balanced and fair.

IX. Avenues ~~Beyond This Appeal Process~~

If the appellant believes that the process has been unfair, the appellant may ~~complain to the office of the Ombudsman. The Ombudsman can investigate the process and recommend resolution, but does not overturn a decision.~~ **appeal to the Superintendent of Appeals under Section 11.1 of the School Act.**

Greater Victoria School District

Adopted: April 26, 1993
Revised: November 27, 2000
Reviewed: March 2012
Revised: January 2021

BYLAW 9360

GENERAL MEETING OF THE BOARD

1. The Board of Education of School District 61 will regularly meet on the fourth Monday of each month except where the fourth Monday is a statutory holiday, in which case the meeting will take place on the next working day, except for the months of July and August, when no meeting will be held and for the month of December, when the meeting will be on the second Monday of the month.
2. In addition to the regularly scheduled meetings of the Board, the newly elected Board, will meet for the first time within 30 days after the official results of the election of trustees will have been declared, for the purpose of receiving the results, the swearing in of Trustees, and the selection of the Chair and Vice-Chair of the Board. This inaugural meeting of the Board will be called and chaired by the Secretary-Treasurer of the School District until the Chair is elected, at which time the elected Chair will preside.
3. Each year thereafter during the term of office, the election of Chair, Vice-Chair, and Board representatives will take place at the November Board meeting. At the meeting following, the Chair will appoint, after first canvassing Trustees for interest, Trustees to external and internal committees, as well as family of schools, municipal and First Nation liaison roles.
4. The Chair, the Secretary-Treasurer or any three trustees, may call a special or extra-ordinary meeting of the Board, in addition to the regularly scheduled general meetings of the Board.
5. A special meeting will be called upon less than the normal forty-eight hours' notice, in writing or by telephone, with such meeting being deemed to have been properly convened if a majority of trustees agree to waive the normal forty-eight hours' of written notice.
6. The following procedural matters will be implemented:
 - Meetings will be conducted in two major sections:

The first will encompass the agenda, minutes and acceptance of presentations from the public and employee groups;

The second will be for the consideration of Board Committee Reports and Special Reports to the Board.

- The meetings should be conducted in a timely manner and time guidelines and limits adhered to with respect to:
 - * general meetings of the Board of Education commence at 7:30 p.m. and continue until no later than 10:30 p.m., save as may be extended by majority consent
 - * Starting the meeting on time
 - * The Community Presentations period is limited to a maximum of six speakers, each speaking a maximum of five minutes; there can only be three speakers per issue (numbers and time may be extended at the discretion of the Chair)
 - * Individuals or delegations wishing to make a presentation will be advised of their placement on an upcoming agenda on the Wednesday before the Regular meeting. Presentations on behalf of groups will be presentation by the spokesperson(s) of that group, who will be identified on the agenda.
 - * There will be no public debate with presenters; information only will be received
 - * The Question Period is limited to 15 minutes

7. The public will be encouraged to attend the Education Policy and Directions, or the Operations Policy and Planning Standing Committee meetings in order to facilitate dialogue with the public before decisions are made.

In addition to the opportunities to participate at Standing Committees, the Board Chair will ask partner groups including the Greater Victoria Teachers' Association (GVTA), the Canadian Union of Public Employees (CUPE Locals 947 and 382), the Victoria Confederation of Parent Advisory Councils (VCPAC), Esquimalt and

Songhees Nations, Student Representatives, and the Victoria Principals and Vice-Principals Association (VPVPA), whether they would like to provide comment on motions prior to them being debated by the Board. Each stakeholder representative will have up to two minutes to provide comment through the Chair.

8. In the event that the Board may fail to conclude the business of the agenda by the time of adjournment the Chair may ask the board to prioritize the remaining agenda items. Agenda items not concluded at the meeting, will be placed on the next month's agenda.
9. All agendas will be prepared by the Chair of the Board, and circulated by the Chair or designate. Proposed agenda items will be provided to the Secretary-Treasurer no later than the Tuesday before the meeting.
10. The agenda will be approved by ordinary motion as the first item of business at each meeting.
11. The Agenda will contain the following:

Guidelines for the meeting format including outlining opportunities for public and stakeholder comments

- A. Acknowledgement of Traditional Territories; Approval of the Agenda; Approval of Previous Minutes and Business Arising from the Minutes and Presentations of which first priority will be given to schools, and then to the public and community.
- B. Opportunity for Comments from the Public (15 minutes)
- C. Correspondence
- D. Chair's Report; Trustee Reports
- E. Board Committee Reports:
 - (1) Education Policy and Directions Motions
 - (2) Operations Policy and Planning Motions

F. Staff Reports

G. Question Period

H. Public Disclosure of In-Camera Items

I. New Business/Notice of Motions

J. Adjournment

The order of the Agenda will be as above, unless varied at the meeting by majority vote.

12. An electronic copy of the General Meeting Agenda will be made available to the media, partner groups and the public (website) through the Secretary-Treasurer's office three days before the meeting.
13. The Board Chair may reschedule any regularly scheduled general meeting of the Board to a different time and date in order to meet the business requirements of the Board. The Board may, by ordinary resolution, cancel a regular general meeting of the Board.
14. In accordance with Section 67 of the *School Act*, the Chair may allow Trustees to participate in or attend a meeting of the Board by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to communicate with each other. Such attendance shall only be permitted where Trustee participation is prevented by extraordinary circumstances. Trustees wishing to attend electronically will provide a minimum of 24 hours' notice of such attendance.
15. With the exception of poll votes pursuant to Bylaw 9011, and electronic meetings called by the Chair, the Board will not conduct meetings electronically. For the purposes of this bylaw, electronic communications that would constitute a meeting include communications shared among all trustees that materially advance or debate a matter before the Board. This Bylaw does not prohibit the electronic provision of information pertaining to a matter before the Board.

Greater Victoria School District

Adopted: April 27, 1981

Various Revisions

Revised: November 25, 1991

Revised: June 23, 1997

Revised: January 16, 2006

Revised: January 19, 2009 (corrected)

Revised: November 17, 2014

Revised: December 14, 2015

Revised: June 20, 2016

Revised: April 24, 2017

Revised: April 23, 2018

Revised: January 2021

DRAFT

BYLAW 9140

AD HOC COMMITTEE OF THE BOARD

1. The Board may establish Ad Hoc Committees of the Board.
2. An Ad Hoc Committee shall be an advisory committee established for a temporary purpose to deal with a specific issue. The Ad Hoc Committee shall report to the appropriate Standing Committee of the Board, within the time prescribed and within its terms of reference, with recommendation for action, which may include a recommendation for policy change.
3. All committees established by the Board of Education including Standing Committees of the Board, are considered advisory committees to the Board.
- ~~9.~~ 4. The membership of the Committee shall select a Chair at the first meeting of the Committee and select a note taker at each meeting.
- ~~4.~~ 5. Chair of the Committee, or the Chair's delegate, will be responsible for preparing the agenda.
- ~~12.~~ 6. Two or more members attending ad hoc committees will form quorum regardless of type of member.
- ~~6.~~ Ad Hoc Committee minutes will be attached to and reported by a member Trustee at the appropriate standing committee.
- ~~5.~~ 7. A member Trustee will be responsible for providing the minutes and reporting to the Standing Committee.
- ~~7.~~ 8. Ad Hoc Committees of the Board require a Terms of Reference document (template attached), which will be drafted by school district senior administration and presented to the Board.
- ~~8.~~ 9. Trustee members of any Ad Hoc Committee shall be as selected by the Board.

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

10. The Chairperson of the Board shall be a member of all Ad Hoc Committees, without voting rights.
11. The Superintendent or designate may be a member of all Ad Hoc Committees.
- ~~13.~~ **12.** The Ad Hoc Committee shall be dissolved by motion of the Board.
13. Any changes to the TOR will be approved by the Board.

Greater Victoria School District

| | |
|------------------|-------------------|
| Approved: | April 27, 1981 |
| Revised: | Sept. 22, 1986 |
| Revised: | October 24, 1988 |
| Minor revisions: | June 1998 |
| Adopted: | February 25, 2002 |
| Reviewed: | March 2012 |
| Revised: | April 20, 2015 |
| Revised: | November 16, 2015 |
| Revised: | XXX |

Ad Hoc Committee Terms of Reference Template

Purpose:

Deliverables:

Membership:

Timeline:

Voting:

Procedural Notes:

Date Adopted:

POLICY 4116.13

WHISTLEBLOWER PROTECTION

RATIONALE

The Board of Education ("Board") is strongly committed to upholding ethical standards in the School District and will foster and maintain an environment where employees can work safely and appropriately without fear of retaliation.

DEFINITIONS

Wrongdoing:

- (a) a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- (b) an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- (c) a serious misuse of public funds or public assets;
- (d) gross or systemic mismanagement;
- (e) knowingly directing or counselling a person to commit a wrongdoing described in paragraphs (a) to (d).

POLICY

All employees, and others performing work on behalf of the School District, are expected to conduct themselves in a professional manner, adhere to applicable laws and Board Policies and Procedures that apply to their work activities in addition to demonstrating ethical behavior in all their decisions and interactions.

The Board expects employees, and other individuals who deal with the School District (including trustees, parents, volunteers and contracted service workers), who have serious concerns about any aspect of the School District's operations with respect to potential evidence of wrongdoing, to come forward and voice those concerns to a Supervisor, the Superintendent of Schools or the Secretary-Treasurer, or the Ombudsperson.

As they relate to employment, the provisions of this Policy are superseded by:

- a) the Employment Standards Act;
- b) the Human Rights Code
- c) the Labour Relations Code;
- d) the provisions of Collective Agreements as they relate to discipline.

RESPONSIBILITY

The responsibility for the day to day administration and enforcement of this Policy rests with the Superintendent of Schools and the Secretary Treasurer.

POLICY VIOLATIONS

It is a violation of the Policy for anyone to knowingly make a false complaint of wrongdoing or to provide false information about a complaint.

REFERENCES

Public Interest Disclosure Act (Dec 1, 2019), Ministry of Attorney General

APPROVED: XXXXX

POLICY 8251

Trustees' Code of Conduct

Drafted:
Adopted: July 27, 1987
Revised: January 16, 2012
Reviewed: March 12, 2012
December 7, 2020
Frequency of Review: Annual

1.0 RATIONALE

- 1.1 Trustees are elected to their position, which carries with it the understanding that the electorate determines its support for the effectiveness of a Trustee at election time. As elected members of the Board of Education, Trustees fully acknowledge the public trust that is invested in the Board and the responsibility.
- 1.2 This Trustees' Code of Conduct represents the commitment of the Board of Trustees to meeting the highest standards of conduct and is designed to provide trustees with principles and standards for expected behavior in accordance with the Board's mission, vision and values and priorities outlined in the multi-year strategic plan.

2.0 DEFINITIONS

- 2.1 Nil

3.0 POLICY

- 3.1 General

Board members actively debate the merits of every decision, but once a decision has been made, all members recognize the democratic majority when articulating their opinions on a decision.

A Board of Education's authority and responsibility rest solely within the corporate board. Trustees have no individual authority.

Creating understanding and building respectful relationships between board members is instrumental to fostering healthy debate and ensuring an effective decision-making process.

Trustees will constructively engage with community members in the establishment and interpretation of Board policies and directions to ensure the best possible outcomes for students.

Trustees will respect the authority vested in the role of Superintendent of Schools by definition in the School Act, and give the responsibility to manage and operationalize Board policies and directions to the Superintendent of Schools and their leadership team.

This Code operates as a supplement to the existing statutes governing the conduct of Trustees in all their roles. The following primary provincial and federal legislation govern the conduct of Trustees:

- School Act
- Trustee's Oath of Office
- Freedom of Information and Protection of Privacy Act
- Human Rights Code

If there is uncertainty about the scope of any of the clauses contained in the Code, Trustees may consult with the Chair, Superintendent or Secretary-Treasurer, or ask the Board for clarification.

Trustees shall ensure comments are issue-based and not personal, demeaning or disparaging with regard to any person, including Board staff or fellow Trustees.

Trustees must maintain confidentiality in regard to in camera issues.

No trustee shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by the Board. This is a continuous obligation that extends beyond the trustees' term of office.

Trustees should not access or attempt to gain access to confidential information in the custody or control of the Board unless it is necessary for the performance of their duties and the use and/or disclosure of the information is permitted in accordance with the provincial Freedom of Information and Protection of Privacy Act.

No trustee shall use confidential information for either personal gain or to the detriment of the Board.

If there is uncertainty about whether information is confidential, the trustee should consult with the Chair of the Board, Superintendent or Secretary-Treasurer, or ask the Board for clarification.

The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other trustee shall speak on behalf of the Board unless expressly authorized by the Chair or the Board to do so. When individual trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

3.2 Gifts, Benefits & Hospitality

Trustees are required to adhere to all Board bylaws, policies, regulations, and procedures and Ministry directives regarding gifts, benefits and hospitality.

Trustees shall not accept a gift from any person or entity that has dealings with the Board, if a reasonable person might conclude that the gift could influence the Trustee in performance of their duties.

There are circumstances in which the acceptance of a gift, benefit or hospitality occurs as part of the social protocol or community events linked to official trustee business.

3.3 Conflict of Interest

Trustees shall avoid being placed in a position of conflict of interest. When a Trustee becomes aware that they are in a position that creates a conflict of interest, whether real or perceived, they must declare the nature and extent of the conflict at a public Board meeting and abstain from deliberating or voting on the issue giving rise to the conflict.

3.4 Use of Board Property, Services and Other Resources

No trustee may obtain personal financial gain from the use or sale of Board-developed intellectual property such as, but not limited to inventions, creative writings and drawings, computer programs, technical innovations, or other items capable of being patented, since all such property remains exclusively that of the Board.

3.5 Election Campaign Work

No trustee shall undertake individual campaign-related activities on Board property, unless organized by community organizations for all candidates' participation.

3.6 Improper Use of Influence

No trustee shall use the influence of their office for any purpose other than for the exercise of their official duties. This includes using the influence of the office to obtain employment for a family member, or otherwise using one's status as a trustee to improperly influence the decision of another person to the private advantage of oneself, or one's parents, children or spouse, staff members, friends, or associates, business or otherwise.

No trustee shall use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.

3.7 Conduct Respecting Staff Members

Trustees shall be respectful of the role of staff members to provide advice based on political neutrality and objectivity and without undue influence from any individual Trustee.

Individual Trustees shall not provide direction to staff members. Trustees work with the Chair of the Board and the Superintendent. The Superintendent is responsible for communication directions and associated expectations to staff on behalf of the Board of Education.

4.0 RESPONSIBILITIES

- 4.1 **The Board of Education** is responsible to ensure compliance with the *School Act*

5.0 REFERENCES

Nil

POLICY 8251

TRUSTEES' CODE OF ETHICS

Whereas the role of School Trustee is fundamental to the education system in that it embodies the trust of the community in the important enterprise of developing directions to shape the minds, bodies, emotions and spirits of its youthful citizens, a Code of Ethics for Trustees is deemed essential.

Therefore, as a School Trustee —

- A. I will regard the well-being of every student as my primary obligation.**
1. I will make decisions in terms of what is best for the educational welfare of children. I will strive to meet the individual needs of each child regardless of their ability, race, colour, gender, sexual orientation or any other bias or discrimination.
- B. I will bring about positive change for all students and for the educational system.**
1. I will bring about desired changes through procedures that are both legal and ethical.
 2. I will strongly advocate for public education.
 3. I will strive to ensure that the educational system will provide the best quality of education possible for its students.
- C. I will undertake my duties diligently and with integrity.**
1. I will do everything possible to maintain the integrity, confidence and dignity of the office of School Trustee.

2. I will avoid being placed in a position of conflict of interest and refrain from using my Board position for personal gain.
3. I will endeavour to attend all Board meetings and serve on Standing Committees as appointed by the Chairman in consultation with me.
4. I recognize that the primary function of the Board is to establish policies by which the schools are to be administered and that the administration of the educational program and the conduct of school business shall be left to the employed superintendent of schools and his/her professional and non-professional staff in line with Board Policy.

D. I will respect the rights of fellow trustees, employees, students and parents.

1. I will respect the intrinsic worth of fellow trustees, employees, students and parents and act to ensure through reasonable advocacy and other interventions that dignity, individuality and rights of such persons are safeguarded.
2. I will encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff and all elements of the community.
3. I will listen to what other Board members and other individuals or groups may have to say before making my final decisions which will be based upon all available facts in each situation.
4. I will endeavour to work with my fellow Board members in a spirit of harmony and cooperation to observe proper decorum and behaviour, to encourage full and open discussions in all matters with my fellow Board members, to treat them with respect and consideration and not to withhold or conceal from them any information which is necessary for Board members to make an informed decision.
5. I will refrain from unjustified personal attacks on the reputation of fellow Trustees or employees of the School District or their opinions, but I reserve the right to make honest and respectful criticism.
6. I will abide by majority decisions of the Board once they are made, but at the time I seek re-election to the Board I shall be free to repeat

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and support the minority opinion that I upheld when the decision was made.

7. I will hold confidential all matters pertaining to schools that, if disclosed may needlessly injure individuals or the schools. However, I may disclose information to persons who have a legitimate need to know.

E. I will endeavour to be competent and efficient in the performance of my office.

1. I will endeavour to keep informed on all local, provincial and national education developments of significance.
2. I will earnestly try to interpret the needs and attitudes of the people of the community and do my best to translate them into the educational program of the schools.
3. I will encourage active cooperation by citizens, organizations and the media of communications, to help all the people of the communities to have the facts about the current school operation and proposed future development.
4. I will support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff.

Greater Victoria School District

Adopted: July 27, 1987

Revised: January 16, 2012

Reviewed: March 2012

| Last | | | | | |
|--------|---------|---------|--|-----------------------------|----------------------------------|
| Type | Number | Adopted | Title | Action | Reason |
| Policy | 6142.03 | 1983 | Co-Curricular and Extra-Curricular Fine Arts | Abandon | MOE Curriculum |
| Policy | 6145.01 | 1982 | Extra-Curricular Athletics | Re-Classify in Admin Manual | Not needed; established |
| | | | Supervision Requirements for Secondary School and Middle | | |
| Policy | 6145.02 | 2009 | School Extra-Curricular Athletics | Re-Classify in Admin Manual | Not needed; established |
| Policy | 6151 | 2007 | Class Size | Abandon | Codified in Collective Agreement |
| Policy | 6161.1 | 1980 | Learning Resources for Classroom Use | Re-Classify in Admin Manual | Staff Responsibility |
| Policy | 6161.2 | 1979 | Canadian Content | Abandon | Staff Responsibility |
| Policy | 6162.5 | 1979 | Research | Re-Classify in Admin Manual | Staff Responsibility |
| Policy | 6163.1 | 1995 | Learning Resources | Re-Classify in Admin Manual | Staff Responsibility |
| Policy | 6164.1 | 1975 | Health Services | Abandon | Not needed |



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each student's success in learning within
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POLICY 6142.03

CO-CURRICULAR AND EXTRA-CURRICULAR FINE ARTS

The Board of School Trustees, School District No. 61 (Greater Victoria) is committed to the aesthetic development of students, and recognizes the artistic and social benefits of presentation of students' work within the community. In keeping with this commitment, the Board endorses the principle of structured co-curricular and extra-curricular programs in fine arts for District students as part of their intellectual, social, emotional, and aesthetic growth, acknowledging that significant learning experiences take place outside the classroom and outside the traditional time frames. The Board also recognizes the value of fine arts presentations within this community, and elsewhere, provided that said presentations are consistent with, and supportive of the approved curriculum.

The Board of School Trustees of School District No. 61 (Greater Victoria) is committed to the concept of equal opportunity for all District students to participate in co-curricular arts activities.

Greater Victoria School District

Adopted: April 25, 1983



The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.

POLICY 6145.01

EXTRA-CURRICULAR ATHLETICS

The Board of School Trustees, School District No. 61 (Greater Victoria) is committed to the enhancement of the physical health of the student population and recognizes the emotional and social benefits of healthy competition within a maximal level of participation by all students. In keeping with this commitment, the Board endorses the principle of structured extra-curricular programs in athletics for District students as part of their intellectual, social, emotional and athletic growth.

Within its endorsement, the Board recognizes the value of organized competition between schools, within the Province of British Columbia, by representative teams or individual students by participation in the British Columbia federation of school athletics associations and the Vancouver Island Junior Secondary Schools Athletic Association, provided that such participation does not detract from or preclude the opportunity of students to participate in extra-curricular athletic programs at levels other than school or District representation.

The Board of School Trustees of School District No. 61 (Greater Victoria) is committed to the concept of equal opportunity for all District students, if eligible, to participate in school athletic competition.

Greater Victoria School District

Adopted: September 27, 1982

POLICY 6145.02

SUPERVISION REQUIREMENTS FOR SECONDARY SCHOOL AND MIDDLE SCHOOL EXTRA-CURRICULAR ATHLETICS

1. B.C. School Sports (BCSS) Competitive Policies and Procedures Section 6.2.5, the Lower Vancouver Island Secondary School Athletic Association (LVISSA) Constitution and Regulations Section 5:IX-5.1, and the Lower Island Middle School Sports Association (LIMSSA) Constitution and Regulations Section 9:(9.1) state that school teams must be accompanied by a teacher-coach, teacher-sponsor, administrator or adult community coach approved by the principal in accordance with the applicable School District Policy.
2. The Board of Education recognizes the value of organized athletic competition between schools. The Board of Education will endeavour to provide all school teams with either a teacher-coach or teacher-sponsor. If it is not possible to have a school team(s) coached or sponsored by a teacher, the principal may approve an adult community coach who is not a teacher to coach a school team(s) in accordance with the attendant regulations.

Greater Victoria School District

Approved: January 25, 1999

Revised: March 30, 2009



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POLICY 6151

CLASS SIZE

The Board of School Trustees of the Greater Victoria School District recognizes the educational value of class size limits and District class size averages.

Greater Victoria School District

Adopted: June 28, 1982

Revised: June 18, 2007

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POLICY 6161.1

LEARNING RESOURCES FOR CLASSROOM USE

The Board of School Trustees acknowledges the authority of the Ministry to prescribe courses of study and textbooks and acknowledges that no Board-approved course nor textbook may replace Ministry prescriptions unless approval for the replacement has been granted by the Lieutenant-Governor-in-Council. Nevertheless, the Board recognizes its authority to develop, approve, and implement locally-developed courses and their supporting instructional materials, to develop units and instructional activities to implement and supplement Ministry prescribed courses, and to approve instructional materials to supplement Ministry prescribed texts.

Furthermore, the Board encourages and utilization of appropriate materials and resource personnel from community agencies.

Greater Victoria School District

Adopted: June 18, 1979

Revised: May 12, 1980



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POLICY 6161.2

CANADIAN CONTENT

The Board believes that the curriculum for all grades in all subjects should contain as much Canadian content as possible and that Canadian texts and materials should be used where practicable. While acknowledging that certain texts are prescribed, it directs the administration and its teaching staff to carry out this policy to the fullest possible extent within the stated limitation.

Greater Victoria School District

Adopted: November 26, 1979



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POLICY 6162.5

RESEARCH

The Board of School Trustees recognizes the importance of research and permits, subject to the approval of the Superintendent of Schools, carefully prepared and properly designed research projects and surveys to be undertaken in the schools of this District.

Greater Victoria School District

Adopted: February 19, 1973

Revised: July 1975

Revised: March 1, 1979

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POLICY 6163.1

LEARNING RESOURCES

The Greater Victoria School Board believes that all resources, human and material, are learning resources and therefore must be equitably available and accessible across the district.

It further believes that the central purpose of all learning resources, services and supporting facilities, is to enable learners to construct knowledge and create meaning from diverse information sources.

Resources and resource services will be an integral part of instructional programs, be collaboratively designed and serve to assist students to develop the information acquisition and processing skills, and recreational reading habits which inspire a life-long love of learning.

Greater Victoria School District

Approved: March 1982

Suspended: March 1992

Renamed and Revised: February 27, 1995



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POLICY 6164.1

HEALTH SERVICES

Health services for the School District shall be the responsibility of the Capital Regional Community Health Board.

Greater Victoria School District

Adopted: January 20, 1975

2020-2021 Budget Change Report: January 2021 - Operating

2020-2021 Preliminary Budget - Operating (CARRIED June 22, 2020)

| Revenue | Expenses |
|--------------------|--------------------|
| 204,508,700 | 211,555,506 |

Surplus Appropriation (BOARD APPROVED September 28, 2020)

| | | |
|---|-------------------|------------------|
| Budgeted 19-20 Surplus Appropriation June 22, 2020 | 7,046,806 | |
| Net School Funded Balances | 1,879,153 | 1,879,153 |
| International Student Program | 875,000 | 875,000 |
| Continuing Education | 25,546 | 25,546 |
| Purchase Order Commitments | 560,082 | 560,082 |
| Department Carry Forwards | 4,576,912 | 4,576,912 |
| COVID Contingency (Cover what funding protection may not) | 2,561,247 | |
| | 17,524,746 | 7,916,693 |

| | |
|--------------------|--------------------|
| 222,033,446 | 219,472,199 |
|--------------------|--------------------|

Changes - Amended Budget

| | | |
|--|-------------|----------|
| - Schools Protection Program (Insurance) Premium Increase | | 15,442 |
| - Braefoot Turf Field Joint Use Agreement - Capital Contribution | | 6,100 |
| - Grounds Foreman Crew Adjustment | | 18,000 |
| - TTOC Budget Reallocation to Flu Shots | | (30,000) |
| - NEW! Flu Shots for Employees Supply Account | | 30,000 |
| - 1701 Submission - Operating Grant Reduction ** | (2,498,402) | |
| - After School Sport and Arts Initiative (ASSAI) Grant | 53,160 | 53,160 |
| - Support Staff Standardized Plan Agreement Funding (2014 & 2019) * | 193,437 | |
| - HR Labour Relations | | 25,000 |
| - HR Salary & Benefits Projected Surplus (moved to HR Labour Relations) | | (23,187) |
| - MOE Funding for Indigenous Equity Scan | 3,000 | 3,000 |
| - Ecocene Enrolment Projection Contract | | 13,106 |
| - Shoreline Exterior Staircase | | 14,200 |
| -Reduction of ArtStarts Grant (not applying for in 2021) | (17,600) | (30,501) |
| -Reading Recovery Program Agreement Savings | | (17,710) |
| -French Language Assistant Reduction (Odyssey Program) | (26,800) | (29,325) |
| - Operating Grant Re-Calc MOE Funding Announcement ** | 804,785 | |
| - Support Staff Standardized Plan Agreement Funding Budgeted in Prelim * | (91,283) | |

| | | |
|----------------|--------------------|--------|
| Total Changes: | (1,579,703) | 47,285 |
|----------------|--------------------|--------|

Amended Budget to January 7, 2021

| | |
|--------------------|--------------------|
| 220,453,743 | 219,519,484 |
|--------------------|--------------------|

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - December 2020

| | 2020-2021 | | | | | 2019-2020 | | | | |
|------------------------------------|--------------------|-------------------|--------------------|--------------------|------------|--------------------|-------------------|--------------------|--------------------|------------|
| | Budget | Dec 2020 | YTD | Available | % !! | Budget | Dec 2019 | YTD | Available | % |
| 602 CE/HL OTHER FEES | 500 | 10 | 151 | 349 | 70% !! | 500 | 50 | 135 | 365 | 73% |
| 605 CE/HL REGISTRATION FEES | 12,300 | 1,375 | 5,150 | 7,150 | 58% !! | 12,475 | 1,575 | 8,350 | 4,125 | 33% |
| 621 MINISTRY BLOCK FUNDING | 183,882,816 | 17,861,485 | 74,334,490 | 109,548,326 | 60% !! | 181,291,074 | 17,616,291 | 73,147,847 | 108,143,227 | 60% |
| 629 OTHER MIN OF ED GRANTS | 8,150,000 | 659,836 | 3,226,656 | 4,923,344 | 60% !! | 6,909,680 | 229,678 | 1,045,080 | 5,864,600 | 85% |
| 641 REVENUE -OTHER PROV MINISTRIES | 91,409 | 0 | 91,979 | (570) | -1% !! | 52,138 | 0 | 49,795 | 2,343 | 4% |
| 643 SUMMER SCHOOL FEES | 28,581 | 0 | 1,720 | 26,861 | 94% !! | 28,581 | 0 | 30,641 | (2,060) | -7% |
| 644 CE/HL COURSE FEES | 18,500 | 2,900 | 18,850 | (350) | -2% !! | 18,500 | 4,350 | 11,575 | 6,925 | 37% |
| 645 REVENUE-CAFETERIA | 22,578 | 8,548 | 23,177 | (599) | -3% !! | 101,045 | 21,067 | 53,214 | 47,831 | 47% |
| 647 OFFSHORE STUDENTS TUITION FEES | 8,486,223 | 383,815 | 9,112,141 | (625,918) | -7% !! | 15,134,244 | 392,305 | 13,524,644 | 1,609,600 | 11% |
| 648 LOCAL EDUCATION AGREEMENTS | 1,030,941 | 0 | 531,558 | 499,383 | 48% !! | 1,063,116 | 0 | 542,918 | 520,198 | 49% |
| 649 MISC FEES & REVENUE | 367,161 | 12,960 | 251,140 | 116,021 | 32% !! | 691,406 | 74,475 | 359,503 | 331,903 | 48% |
| 651 COMMUNITY USE OF FACILITIES | 878,397 | 85,677 | 419,487 | 458,910 | 52% !! | 1,819,508 | 100,445 | 538,492 | 1,281,016 | 70% |
| 652 COMMUNITY USE OF FIELDS | 66,000 | (80) | 1,327 | 64,673 | 98% !! | 0 | (305) | 43,953 | (43,953) | |
| 653 COMMUNITY USE OF THEATRE | 90,000 | 0 | 1,348 | 88,653 | 99% !! | 26,588 | 3,588 | 37,072 | (10,484) | -39% |
| 654 PARKING FEES | 17,000 | 600 | 11,700 | 5,300 | 31% !! | 0 | 225 | 18,403 | (18,403) | |
| 655 RENTALS LIAB INS REVENUE | 0 | 20 | 20 | (20) | !! | 0 | 175 | 5,395 | (5,395) | |
| 659 OTHER RENTALS & LEASES | 765,667 | 128,562 | 298,404 | 467,263 | 61% !! | 2,000 | 49,502 | 398,277 | (396,277) | -19814% |
| 661 INTEREST | 0 | 436 | 2,984 | (2,984) | !! | 0 | 3,596 | 15,858 | (15,858) | |
| 669 INVESTMENT REVENUE | 1,030,000 | 66,147 | 252,196 | 777,804 | 76% !! | 1,030,000 | 101,469 | 569,654 | 460,346 | 45% |
| 671 SURPLUS FROM PRIOR YEAR | 17,979,328 | 0 | 17,979,328 | 0 | 0% !! | 20,276,921 | 0 | 14,827,885 | 5,449,036 | 27% |
| GRAND TOTAL | 222,917,401 | 19,212,291 | 106,563,806 | 116,353,595 | 52% | 228,457,776 | 18,598,485 | 105,228,690 | 123,229,086 | 54% |

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - December 2020

| | 2020-2021 | | | | | | | | 2019-2020 | | | | | | |
|--------------------------------------|-------------|------------|------------|--------------|------------|------------|-------|----|-------------|------------|------------|--------------|------------|------------|------|
| | Budget | Dec 2020 | YTD | Encumbrances | Total Exp | Available | % | !! | Budget | Dec 2019 | YTD | Encumbrances | Total Exp | Available | % |
| SALARIES | | | | | | | | | | | | | | | |
| 111 CERTIFICATED TEACHERS | 92,232,891 | 8,837,227 | 35,388,519 | | 35,388,519 | 56,844,372 | 62% | !! | 91,509,190 | 9,979,710 | 35,360,578 | 0 | 35,360,578 | 56,148,612 | 61% |
| 112 P&VP SALARIES | 14,264,021 | 1,187,205 | 7,049,396 | | 7,049,396 | 7,214,625 | 51% | !! | 13,854,934 | 1,123,028 | 6,643,604 | 0 | 6,643,604 | 7,211,330 | 52% |
| 114 ALLIED SPECIALISTS | 2,077,045 | 176,950 | 703,901 | | 703,901 | 1,373,144 | 66% | !! | 1,555,569 | 139,552 | 541,605 | 0 | 541,605 | 1,013,964 | 65% |
| 115 DEPARTMENT HEAD ALLOWANCES | 257,686 | 25,768 | 103,074 | | 103,074 | 154,612 | 60% | !! | 255,635 | 25,106 | 99,857 | 0 | 99,857 | 155,778 | 61% |
| 120 EXEMPT STAFF (CERT) | 1,236,645 | 147,972 | 646,938 | | 646,938 | 589,707 | 48% | !! | 1,167,219 | 95,417 | 555,034 | 0 | 555,034 | 612,185 | 52% |
| 121 EXEMPT STAFF (NON-CERT) | 3,716,279 | 449,403 | 1,838,119 | | 1,838,119 | 1,878,160 | 51% | !! | 3,436,452 | 262,216 | 1,508,694 | 0 | 1,508,694 | 1,927,758 | 56% |
| 122 CUSTODIANS | 2,400,837 | 176,322 | 1,084,712 | | 1,084,712 | 1,316,125 | 55% | !! | 2,255,875 | 170,918 | 1,138,852 | 0 | 1,138,852 | 1,117,023 | 50% |
| 123 JANITORS | 3,480,867 | 270,086 | 1,764,952 | | 1,764,952 | 1,715,915 | 49% | !! | 3,443,343 | 262,570 | 1,731,344 | 0 | 1,731,344 | 1,711,999 | 50% |
| 125 FOREMEN | 507,865 | 38,704 | 278,205 | | 278,205 | 229,660 | 45% | !! | 493,510 | 40,005 | 208,104 | 0 | 208,104 | 285,406 | 58% |
| 126 TRADESMEN/LABOURERS | 3,703,806 | 323,548 | 1,938,583 | | 1,938,583 | 1,765,224 | 48% | !! | 3,655,575 | 258,487 | 1,750,032 | 0 | 1,750,032 | 1,905,543 | 52% |
| 131 SCHOOL ASSISTANT SALARIES | 16,602,651 | 1,494,554 | 5,297,265 | | 5,297,265 | 11,305,386 | 68% | !! | 17,501,670 | 1,547,394 | 6,156,624 | 0 | 6,156,624 | 11,345,047 | 65% |
| 142 CLERICAL SALARIES | 8,878,888 | 704,688 | 3,567,958 | | 3,567,958 | 5,310,930 | 60% | !! | 8,650,034 | 675,904 | 3,518,175 | 0 | 3,518,175 | 5,131,859 | 59% |
| 161 TTOC SALARIES | 7,994,486 | 788,333 | 3,231,915 | | 3,231,915 | 4,762,571 | 60% | !! | 7,298,457 | 842,554 | 3,496,588 | 0 | 3,496,588 | 3,801,869 | 52% |
| 165 RELIEF LABOUR | 416,901 | 21,955 | 252,397 | | 252,397 | 164,504 | 39% | !! | 442,655 | 16,426 | 160,534 | 0 | 160,534 | 282,121 | 64% |
| 167 SCHOOL ASSIST RELIEF | 703,895 | 7,546 | 56,758 | | 56,758 | 647,137 | 92% | !! | 714,332 | 84,392 | 332,889 | 0 | 332,889 | 381,443 | 53% |
| 168 CASUAL CLERICAL SALARIES | 128,042 | 4,629 | 22,767 | | 22,767 | 105,275 | 82% | !! | 154,370 | 11,478 | 57,204 | 0 | 57,204 | 97,166 | 63% |
| 170 MONITORS | | | | | 0 | 0 | | !! | 15,917 | 2,754 | 2,754 | 0 | 2,754 | 13,163 | 83% |
| 191 TRUSTEES INDEMNITY | 224,095 | 18,452 | 110,726 | | 110,726 | 113,369 | 51% | !! | 218,822 | 18,018 | 108,108 | 0 | 108,108 | 110,714 | 51% |
| 199 RECOVERIES | (313,840) | (312,194) | (572,297) | | (572,297) | 258,457 | -82% | !! | (531,044) | (27,108) | (240,083) | 0 | (240,083) | (290,961) | 55% |
| TOTAL -- SALARIES | 158,513,060 | 14,361,148 | 62,763,887 | 0 | 62,763,887 | 95,749,173 | 60% | !! | 156,092,515 | 15,528,818 | 63,130,495 | 0 | 63,130,495 | 92,962,020 | 60% |
| BENEFITS | | | | | | | | | | | | | | | |
| 211 TEACHER BENEFITS | 21,971,877 | 1,560,292 | 7,730,788 | | 7,730,788 | 14,241,089 | 65% | !! | 21,321,878 | 1,857,608 | 8,088,209 | 0 | 8,088,209 | 13,233,669 | 62% |
| 212 P&VP BENEFITS | 2,864,159 | 197,482 | 1,174,959 | | 1,174,959 | 1,689,200 | 59% | !! | 2,757,129 | 168,436 | 1,079,109 | 0 | 1,079,109 | 1,678,020 | 61% |
| 214 ALLIED SPECIALISTS BENEFITS | 427,871 | 27,144 | 125,668 | | 125,668 | 302,203 | 71% | !! | 295,560 | 19,410 | 103,892 | 0 | 103,892 | 191,668 | 65% |
| 215 DEPT HEAD ALLOWANCE BENEFITS | 61,587 | 4,540 | 15,977 | | 15,977 | 45,610 | 74% | !! | 59,564 | 4,236 | 16,149 | 0 | 16,149 | 43,415 | 73% |
| 218 EMPLOYEE FUTURE BENEFITS EXPENSE | 380,735 | 63,724 | (271,932) | | (271,932) | 652,667 | 171% | !! | 0 | 58,548 | (109,201) | 0 | (109,201) | 109,201 | |
| 220 EXEMPT (CERT) - BENEFITS | 237,368 | 20,950 | 103,513 | | 103,513 | 133,855 | 56% | !! | 230,619 | 14,507 | 93,136 | 0 | 93,136 | 137,483 | 60% |
| 221 EXEMPT (N-CERT) BENEFITS | 720,720 | 61,774 | 305,341 | | 305,341 | 415,379 | 58% | !! | 676,694 | 40,376 | 265,677 | 0 | 265,677 | 411,017 | 61% |
| 222 CUSTODIAN BENEFITS | 528,185 | 19,714 | 225,949 | | 225,949 | 302,236 | 57% | !! | 527,262 | 35,351 | 261,129 | 0 | 261,129 | 266,133 | 50% |
| 223 JANITOR BENEFITS | 765,791 | 42,825 | 354,971 | | 354,971 | 410,820 | 54% | !! | 805,686 | 52,139 | 360,687 | 0 | 360,687 | 444,999 | 55% |
| 225 FOREMEN BENEFITS | 111,730 | 6,192 | 55,453 | | 55,453 | 56,277 | 50% | !! | 115,067 | 7,609 | 46,413 | 0 | 46,413 | 68,654 | 60% |
| 226 TRADESMEN/LABOURER BENEFITS | 814,837 | 62,845 | 430,023 | | 430,023 | 384,814 | 47% | !! | 853,744 | 53,910 | 400,990 | 0 | 400,990 | 452,754 | 53% |
| 231 SCHOOL ASSISTANT BENEFITS | 3,951,400 | 336,991 | 1,335,666 | | 1,335,666 | 2,615,734 | 66% | !! | 4,279,516 | 348,418 | 1,537,655 | 0 | 1,537,655 | 2,741,861 | 64% |
| 242 CLERICAL BENEFITS | 2,112,680 | 162,850 | 887,621 | | 887,621 | 1,225,059 | 58% | !! | 2,120,802 | 154,138 | 916,947 | 0 | 916,947 | 1,203,855 | 57% |
| 261 TTOC BENEFITS | 1,462,292 | 91,598 | 519,082 | | 519,082 | 943,210 | 65% | !! | 1,334,070 | 113,799 | 624,564 | 0 | 624,564 | 709,506 | 53% |
| 265 RELIEF LABOUR BENEFITS | 59,617 | 16,888 | 60,694 | | 60,694 | (1,077) | -2% | !! | 64,184 | 7,206 | 57,660 | 0 | 57,660 | 6,524 | 10% |
| 267 RELIEF ASSISTANT BENEFITS | 79,659 | 10,817 | 44,980 | | 44,980 | 34,679 | 44% | !! | 87,616 | 17,210 | 76,641 | 0 | 76,641 | 10,975 | 13% |
| 268 CASUAL CLERICAL BENEFITS | 21,477 | (17) | 32 | | 32 | 21,445 | 100% | !! | 21,605 | 46 | 456 | 0 | 456 | 21,149 | 98% |
| 270 MONITORS BENEFITS | | | | | 0 | 0 | | !! | 1,513 | 270 | 270 | 0 | 270 | 1,243 | 82% |
| 291 TRUSTEE BENEFITS | 13,670 | 1,122 | 6,732 | | 6,732 | 6,938 | 51% | !! | 4,376 | 1,079 | 6,472 | 0 | 6,472 | (2,096) | -48% |
| 299 OTHER - BENEFITS | (67,441) | (51,643) | (53,500) | | (53,500) | (13,941) | 21% | !! | (57,689) | 0 | 0 | 0 | 0 | (57,689) | 100% |
| TOTAL -- BENEFITS | 36,518,214 | 2,636,088 | 13,052,017 | 0 | 13,052,017 | 23,466,197 | 64% | !! | 35,499,196 | 2,954,295 | 13,826,857 | 0 | 13,826,857 | 21,672,339 | 61% |
| SERVICES & SUPPLIES | | | | | | | | | | | | | | | |
| 310 PROFESSIONAL & TECHNICAL SERVICE | 10,000 | 0 | 0 | | 0 | 10,000 | 100% | !! | 10,000 | 0 | 40 | | 40 | 9,960 | 100% |
| 311 AUDIT | 26,924 | 0 | 296 | | 296 | 26,628 | 99% | !! | 25,000 | 0 | 28,651 | | 28,651 | (3,651) | -15% |
| 312 LEGAL | 93,580 | 39,167 | 91,120 | | 91,120 | 2,460 | 3% | !! | 178,580 | 18,466 | 41,556 | | 41,556 | 137,024 | 77% |
| 323 SOFTWARE MAINTENANCE | 1,046,778 | (14,187) | 532,858 | | 532,858 | 513,920 | 49% | !! | 1,003,369 | 30,058 | 570,547 | 2,004 | 572,551 | 430,818 | 43% |
| 324 HARDWARE MAINTENANCE | 99,099 | 0 | 96,790 | | 96,790 | 2,309 | 2% | !! | 85,806 | 0 | 85,424 | 3,242 | 88,666 | (2,860) | -3% |
| 331 CONTRACTED TRANSPORTATION | 987,107 | 99,069 | 306,666 | 757,577 | 1,064,243 | (77,136) | -8% | !! | 1,048,412 | 161,743 | 404,356 | 617,224 | 1,021,581 | 26,831 | 3% |
| 332 TRANSPORTATION ASSISTANCE | 32,353 | 0 | 8,193 | | 8,193 | 24,160 | 75% | !! | 32,353 | 0 | 4,713 | | 4,713 | 27,640 | 85% |
| 334 SCHOOL JOURNEYS | 20,524 | 0 | 113 | | 113 | 20,412 | 99% | !! | 82,200 | 10,108 | 69,644 | | 69,644 | 12,556 | 15% |
| 341 PRO-D & TRAVEL | 1,323,453 | 14,390 | 256,235 | | 256,235 | 1,067,218 | 81% | !! | 1,023,786 | 65,002 | 563,832 | | 563,832 | 459,954 | 45% |
| 342 TRAVEL MILEAGE | 3,193 | 465 | 465 | | 465 | 2,728 | 85% | !! | 4,298 | 1,849 | 5,392 | | 5,392 | (1,094) | -25% |
| 343 LOCAL MILEAGE | 77,135 | 3,721 | 15,582 | | 15,582 | 61,553 | 80% | !! | 88,654 | 7,527 | 26,951 | | 26,951 | 61,703 | 70% |
| 345 STAFF TRAINING | | | | | 0 | 0 | | !! | 4,424 | 0 | 4,424 | | 4,424 | 0 | 0% |
| 364 VEHICLE LEASES | 115,235 | 0 | 56,373 | | 56,373 | 58,862 | 51% | !! | 115,235 | 0 | 57,632 | | 57,632 | 57,603 | 50% |
| 371 MEMBERSHIP FEES | 108,718 | 1,302 | 96,056 | | 96,056 | 12,662 | 12% | !! | 107,515 | 175 | 92,943 | | 92,943 | 14,572 | 14% |
| 391 PREMIUMS | 372,100 | 0 | 362,791 | | 362,791 | 9,309 | 3% | !! | 359,998 | 0 | 374,108 | | 374,108 | (14,110) | -4% |
| 399 SERVICES RECOVERY | (1,378) | 0 | (14,805) | | (14,805) | 13,427 | -974% | !! | (7,594) | (273) | (7,743) | | (7,743) | 149 | -2% |
| 421 VISA EXPENSE | 27,000 | 1,409 | 7,788 | | 7,788 | 19,212 | 71% | !! | 30,763 | 2,542 | 16,542 | | 16,542 | 14,221 | 46% |
| 422 BANK SERVICE CHARGES | 117,655 | 7,682 | 37,320 | | 37,320 | 80,335 | 68% | !! | 124,261 | 10,373 | 52,607 | | 52,607 | 71,654 | 58% |

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - December 2020

| | 2020-2021 | | | | | 2019-2020 | | | | | | | | | | | |
|---------------------------------|-------------|------------|------------|--------------|------------|-------------|-------|----|-------------|------------|------------|--------------|------------|-------------|--------|--|--|
| | Budget | Dec 2020 | YTD | Encumbrances | Total Exp | Available | % | !! | Budget | Dec 2019 | YTD | Encumbrances | Total Exp | Available | % | | |
| 431 LAND TELEPHONE | 142,640 | 15,353 | 78,164 | | 78,164 | 64,476 | 45% | !! | 150,722 | 89 | 53,702 | | 53,702 | 97,020 | 64% | | |
| 438 CELL PHONES | 806,575 | 18,429 | 113,390 | | 113,390 | 693,185 | 86% | !! | 797,968 | 16,165 | 126,470 | | 126,470 | 671,498 | 84% | | |
| 441 POSTAGE | 47,585 | 3,783 | 26,741 | 2,274 | 29,015 | 18,570 | 39% | !! | 56,592 | 3,410 | 26,561 | 1,137 | 27,698 | 28,894 | 51% | | |
| 444 COURIER SERVICE | 12,664 | 4,296 | 24,892 | | 24,892 | (12,228) | -97% | !! | 30,649 | 3,521 | 18,391 | | 18,391 | 12,258 | 40% | | |
| 445 ADVERTISING | 80,652 | 2,667 | 50,695 | | 50,695 | 29,957 | 37% | !! | 237,900 | 10,247 | 144,316 | | 144,316 | 93,584 | 39% | | |
| 446 PHOTOCOPYING | 211,961 | 27,811 | 87,999 | | 87,999 | 123,962 | 58% | !! | 226,321 | 60,332 | 103,486 | | 103,486 | 122,835 | 54% | | |
| 447 PRINTING SERVICES | 43,274 | 74 | 6,197 | | 6,197 | 37,077 | 86% | !! | 52,949 | 1,009 | 25,620 | | 25,620 | 27,329 | 52% | | |
| 448 AGENT FEE | 135,326 | 60,910 | 228,422 | | 228,422 | (93,096) | -69% | !! | 1,275,380 | 40,133 | 952,669 | | 952,669 | 322,711 | 25% | | |
| 450 GRANTS | 59,827 | 0 | 38,408 | | 38,408 | 21,419 | 36% | !! | 62,350 | 36,784 | 36,784 | | 36,784 | 25,566 | 41% | | |
| 451 CULTURAL ENRICHMENT | 10,232 | 0 | 0 | | 0 | 10,232 | 100% | !! | 8,060 | 1,020 | 3,738 | | 3,738 | 4,322 | 54% | | |
| 452 HONORARIA | 17,647 | 0 | 2,925 | | 2,925 | 14,722 | 83% | !! | 13,342 | 3,520 | 8,000 | | 8,000 | 5,342 | 40% | | |
| 453 SCHOLARSHIPS | 0 | 0 | 6,000 | | 6,000 | (6,000) | | !! | 7,000 | 0 | 4,000 | | 4,000 | 3,000 | 43% | | |
| 457 GIFT / GIFT CERTIFICATES | 4,666 | 310 | 1,165 | | 1,165 | 3,501 | 75% | !! | 2,472 | 202 | 875 | | 875 | 1,597 | 65% | | |
| 459 LAUNDRY | | | | | 0 | 0 | | !! | 0 | 0 | 110 | | 110 | (110) | | | |
| 460 LICENCES | 20,500 | 10,469 | 10,469 | | 10,469 | 10,031 | 49% | !! | 20,500 | 0 | 0 | 21,692 | 21,692 | (1,192) | -6% | | |
| 461 FREIGHT AND CARTAGE | 200 | 0 | (100) | | (100) | 300 | 150% | !! | 200 | 0 | 0 | | 0 | 200 | 100% | | |
| 462 SECURITY | 100,434 | 3,626 | 57,236 | 13,691 | 70,927 | 29,507 | 29% | !! | 100,282 | 6,173 | 75,931 | 15,850 | 91,781 | 8,501 | 8% | | |
| 467 FLEET TELEMATICS | 19,200 | | 18,725 | | 18,725 | 475 | 2% | !! | 19,200 | 1,959 | 7,180 | | 7,180 | 12,020 | 63% | | |
| 468 CONTRACT SERV - FACIL | 526,574 | 57,850 | 457,625 | 92,243 | 549,868 | (23,294) | -4% | !! | 672,337 | 18,980 | 317,207 | 90,097 | 407,305 | 265,033 | 39% | | |
| 469 MISCELLANEOUS SERVICES | 1,925,399 | 126,339 | 874,462 | 432,673 | 1,307,136 | 618,263 | 32% | !! | 2,696,239 | 152,547 | 1,272,981 | 573,215 | 1,846,196 | 850,043 | 32% | | |
| 481 PORTABLE MOVES | 60,000 | 0 | 20,940 | | 20,940 | 39,060 | 65% | !! | 60,000 | 0 | 0 | | 0 | 60,000 | 100% | | |
| 499 COST RECOVERIES | 0 | 0 | (7,605) | | (7,605) | 7,605 | | !! | (1,019) | (19,280) | (36,345) | | (36,345) | 35,326 | -3467% | | |
| 501 CAFETERIA FOOD | 140,321 | 7,846 | 46,160 | | 46,160 | 94,161 | 67% | !! | 162,197 | 7,376 | 42,879 | | 42,879 | 119,318 | 74% | | |
| 503 WOOD | 12,020 | 3,566 | 9,184 | | 9,184 | 2,836 | 24% | !! | 15,125 | 188 | 5,288 | | 5,288 | 9,837 | 65% | | |
| 504 METAL | 1,395 | 1,238 | 2,032 | | 2,032 | (637) | -46% | !! | 6,436 | 69 | 987 | | 987 | 5,449 | 85% | | |
| 505 APPLIED TECHNOLOGY SUPPLIES | 2,336 | 0 | 0 | | 0 | 2,336 | 100% | !! | 1,972 | 0 | 0 | | 0 | 1,972 | 100% | | |
| 506 DRAFTING SUPPLIES | | | | | 0 | 0 | | !! | 122 | 0 | 64 | | 64 | 58 | 48% | | |
| 508 AUTOMOTIVE | 0 | 463 | 1,147 | | 1,147 | (1,147) | | !! | 2,937 | 51 | 1,050 | | 1,050 | 1,887 | 64% | | |
| 511 ADMINISTRATIVE SUPPLIES | 244,895 | 14,077 | 105,415 | | 105,415 | 139,480 | 57% | !! | 348,625 | 18,388 | 145,281 | | 145,281 | 203,344 | 58% | | |
| 512 COPY/PRINTER SUPPLIES | 184,233 | 11,444 | 59,921 | | 59,921 | 124,312 | 67% | !! | 197,211 | 12,604 | 80,489 | | 80,489 | 116,722 | 59% | | |
| 514 JANITORIAL SUPPLIES | 403,383 | 37,688 | 201,419 | 16,795 | 218,214 | 185,169 | 46% | !! | 403,383 | 29,873 | 256,173 | 64 | 256,237 | 147,146 | 36% | | |
| 515 VEHICLE SUPPLIES | 15,000 | 1,362 | 7,343 | | 7,343 | 7,657 | 51% | !! | 15,000 | 990 | 7,099 | | 7,099 | 7,901 | 53% | | |
| 516 MEDICAL SUPPLIES | 5,523 | 298 | 2,496 | | 2,496 | 3,027 | 55% | !! | 4,979 | 150 | 1,910 | | 1,910 | 3,069 | 62% | | |
| 518 VEHICLE FUEL PURCHASES | 155,098 | 15,001 | 81,176 | | 81,176 | 73,922 | 48% | !! | 155,298 | 10,759 | 71,416 | | 71,416 | 83,882 | 54% | | |
| 519 INSTRUCTIONAL SUPPLIES | 10,799,960 | 613,133 | 1,888,267 | 75,463 | 1,963,730 | 8,836,230 | 82% | !! | 17,429,494 | 147,769 | 1,560,205 | 222,820 | 1,783,025 | 15,646,469 | 90% | | |
| 520 BOOKS & GUIDES | 624,587 | 37,351 | 157,831 | | 157,831 | 466,756 | 75% | !! | 595,465 | 22,531 | 174,006 | 1,130 | 175,136 | 420,329 | 71% | | |
| 525 MAGAZINES & PERIODICALS | 4,731 | 330 | 4,234 | | 4,234 | 497 | 11% | !! | 3,505 | 0 | 1,340 | | 1,340 | 2,165 | 62% | | |
| 530 AUDIO VISUAL MATERIALS | 0 | 50 | 4,994 | | 4,994 | (4,994) | | !! | 14 | 0 | 0 | | 0 | 14 | 100% | | |
| 534 SOFTWARE | 53,682 | 337 | 83,887 | | 83,887 | (30,205) | -56% | !! | 56,603 | 1,415 | 73,857 | | 73,857 | (17,254) | -30% | | |
| 541 LIGHT & POWER | 1,717,413 | 149,346 | 593,249 | | 593,249 | 1,124,164 | 65% | !! | 1,717,413 | 154,944 | 646,941 | | 646,941 | 1,070,472 | 62% | | |
| 551 GAS | 1,090,848 | 3,041 | 144,200 | | 144,200 | 946,648 | 87% | !! | 1,090,848 | 71,774 | 110,049 | | 110,049 | 980,799 | 90% | | |
| 552 OIL | 120,000 | 9,178 | 9,178 | | 9,178 | 110,822 | 92% | !! | 62,501 | 0 | 0 | | 0 | 62,501 | 100% | | |
| 561 WATER | 432,060 | 26,755 | 265,699 | | 265,699 | 166,361 | 39% | !! | 432,060 | 15,396 | 263,914 | | 263,914 | 168,146 | 39% | | |
| 562 SEWER USER CHARGE | 267,796 | 27,166 | 145,935 | | 145,935 | 121,861 | 46% | !! | 267,796 | 11,870 | 114,709 | | 114,709 | 153,087 | 57% | | |
| 563 STORMWATER | 77,360 | 0 | 75,834 | | 75,834 | 1,526 | 2% | !! | 77,360 | 0 | 72,358 | | 72,358 | 5,002 | 6% | | |
| 572 GARBAGE DISPOSAL | 216,810 | 22,454 | 99,657 | | 99,657 | 117,154 | 54% | !! | 216,810 | 18,422 | 92,418 | | 92,418 | 124,392 | 57% | | |
| 581 FURNITURE & EQUIP PURCH | 872,454 | 60,305 | 589,716 | 35,166 | 624,882 | 247,572 | 28% | !! | 949,311 | 30,673 | 279,143 | 124,086 | 403,229 | 546,082 | 58% | | |
| 582 VEHICLE PURCHASES | 98,206 | 0 | 59,486 | | 59,486 | 38,720 | 39% | !! | 98,206 | 0 | 10,100 | | 10,100 | 88,106 | 90% | | |
| 590 COMPUTER PURCHASES | 1,590,827 | 158,210 | 596,941 | 211,172 | 808,113 | 782,714 | 49% | !! | 1,205,882 | 108,147 | 259,808 | 193,311 | 453,119 | 752,763 | 62% | | |
| 594 RECONCILIATION ADJUSTMENTS | 0 | 410 | 1,832 | | 1,832 | (1,832) | | !! | 0 | 31,608 | 31,384 | | 31,384 | (31,384) | | | |
| 595 INTERFUND TRANSFER | 100,000 | 0 | 0 | | 0 | 100,000 | 100% | !! | 639,270 | 0 | 0 | | 0 | 639,270 | 100% | | |
| 599 SUPPLIES RECOVERIES | (29,644) | 28,878 | (85,640) | | (85,640) | 55,996 | -189% | !! | (96,262) | (53,284) | (114,402) | | (114,402) | 18,140 | -19% | | |
| TOTAL -- SERVICES & SUPPLIES | 27,886,126 | 1,714,863 | 9,102,183 | 1,637,053 | 10,739,236 | 17,146,890 | 61% | !! | 36,866,065 | 1,286,094 | 9,721,758 | 1,865,871 | 11,587,629 | 25,278,436 | 69% | | |
| GRAND TOTAL | 222,917,400 | 18,712,099 | 84,918,087 | 1,637,053 | 86,555,140 | 136,362,260 | 61% | !! | 228,457,776 | 19,769,207 | 86,679,110 | 1,865,871 | 88,544,981 | 139,912,795 | 61% | | |

Monthly Financial Report Breakdown: Miscellaneous Services (November 30, 2020 post month-end)

| Fund | Nov 2020 | YTD | Encumbrances | Total Exp | Budget | Available |
|---|-----------------|----------------|---------------------|------------------|------------------|------------------|
| Classroom/Instructional Supplies | 98,049 | 313,432 | 64,888 | 378,320 | 844,004 | 465,684 |
| Career Program/Pathway & Career Prep | 19,876 | 135,117 | - | 135,117 | 21,610 | (113,507) |
| Library | 1,424 | 3,157 | - | 3,157 | 5,615 | 2,458 |
| Inclusion | 2,023 | 152,121 | 253,750 | 405,871 | 548,602 | 142,731 |
| English Language Learners | - | 129 | - | 129 | 2,113 | 1,984 |
| Indigenous Education | 8,454 | 134,217 | 167,499 | 301,716 | 298,083 | (3,633) |
| School Administration | 19 | 6,596 | - | 6,596 | 11,963 | 5,367 |
| Continuing Education | - | - | 0 | 0 | 500 | 500 |
| International Student Program/ISP | 8,673 | 43,727 | - | 43,727 | 39,080 | (4,647) |
| Educational Administration | - | - | - | - | 6,850 | 6,850 |
| Governance | 2,009 | 13,786 | - | 13,786 | 61,533 | 47,747 |
| Business Administration | 3,240 | 33,405 | 12,228 | 45,633 | 61,499 | 15,866 |
| Operations & Maintenance Administration | 10,057 | 47,195 | - | 47,195 | 32,700 | (14,495) |
| Maintenance | (5,377) | 38,458 | - | 38,458 | 92,315 | 53,857 |
| Total | 148,446 | 921,340 | 498,365 | 1,419,705 | 2,026,467 | 606,762 |

Monthly Financial Report Breakdown: Miscellaneous Services > \$30,000 (November 30, 2020 post month-end)

| Description | Nov 2020 | YTD | Encumbrances | Total Exp | Budget | Available | | |
|------------------------|----------------|----------------|----------------|------------------|------------------|----------------|----------------------------------|--|
| MISCELLANEOUS SERVICES | 16,692 | 101,293 | (7,376) | 93,917 | 151,450 | 57,533 | Classroom/Instructional Supplies | Employee Assistance Program |
| MISCELLANEOUS SERVICES | (131) | 1,738 | - | 1,738 | 295,600 | 293,862 | Classroom/Instructional Supplies | ITA/Industry Training |
| MISCELLANEOUS SERVICES | 1,356 | 4,203 | 6,550 | 10,753 | 30,056 | 19,303 | Classroom/Instructional Supplies | Tillicum After School Sports Arts Initiative (ASSAI) |
| MISCELLANEOUS SERVICES | 30,480 | - | 60,960 | 60,960 | 36,922 | (24,038) | Classroom/Instructional Supplies | Emergency Preparedness |
| MISCELLANEOUS SERVICES | 20,000 | 60,000 | - | 60,000 | 58,000 | (2,000) | Classroom/Instructional Supplies | MDI/PISE |
| MISCELLANEOUS SERVICES | - | - | - | - | 20,000 | 20,000 | Classroom/Instructional Supplies | PISE |
| MISCELLANEOUS SERVICES | 20,061 | 101,483 | - | 101,483 | - | (101,483) | Career Prep | Dual Credit Courses/Camosun College |
| MISCELLANEOUS SERVICES | - | 31,938 | - | 31,938 | - | (31,938) | Career Prep | TASK/Camosun College |
| MISCELLANEOUS SERVICES | - | - | - | - | 76,065 | 76,065 | Inclusion | Reading Recovery Teacher Leader |
| MISCELLANEOUS SERVICES | - | 146,505 | 218,750 | 365,255 | 364,583 | (672) | Inclusion | Physio/Occupational Therapy VIHA |
| MISCELLANEOUS SERVICES | - | - | 35,000 | 35,000 | 35,000 | - | Inclusion | Orientation & Mobility |
| MISCELLANEOUS SERVICES | - | - | - | - | 60,846 | 60,846 | Inclusion | Psychologist |
| MISCELLANEOUS SERVICES | 250 | 32,150 | 36,000 | 68,150 | 63,000 | (5,150) | Indigenous Education | Songhees Nation/Elders in Schools |
| MISCELLANEOUS SERVICES | - | 24,355 | 24,355 | 48,709 | 48,709 | - | Indigenous Education | Esquimalt Nation/Liaison Services |
| MISCELLANEOUS SERVICES | - | 25,352 | 76,056 | 101,408 | 101,408 | - | Indigenous Education | Songhees Nation/Liaison & Student Facilitator |
| MISCELLANEOUS SERVICES | 2,009 | 4,552 | - | 4,552 | 43,222 | 38,670 | Governance | Communications Services |
| MISCELLANEOUS SERVICES | 10,057 | 20,209 | - | 20,209 | 32,700 | 12,491 | Operations & Maintenance Admin | Operations/Health & Safety |
| MISCELLANEOUS SERVICES | - | 25,760 | - | 25,760 | - | (25,760) | Operations & Maintenance Admin | Amaresco (Alias is 310) |
| MISCELLANEOUS SERVICES | 1,132 | 44,171 | - | 44,171 | 92,375 | 48,204 | Info Tech for Learning | Software Licenses |
| Total | 101,906 | 623,708 | 450,294 | 1,074,003 | 1,509,936 | 435,933 | | |

Greater Victoria School District No. 61
2020/21 Ministry of Education Funding Allocations

| | 2020/21 Final Operating Grant (December 2020) | | | 2020/21 Preliminary Operating Grant (March 2020) | | | Variance 20/21 Prelim vs 20/21 Final Operating Grant | | 2019/20 Final Operating Grant (December 2019) | | | Variance 20/21 Final vs 19/20 Final | |
|---|---|-----------|-----------------------|--|-----------|------------------------|--|-------------------------------|---|-----------|-----------------------|-------------------------------------|-------------------------------|
| | Final Enrol | Unit Rate | Final Funding | Est. Enrol | Unit Rate | April (Prelim) Funding | Enrol Increase / (Decrease) | Funding Increase / (Decrease) | Final Enrol | Unit Rate | Final Funding | Enrol Increase / (Decrease) | Funding Increase / (Decrease) |
| | | | (A) | | | (A) | (B-A) = (C) | | | | (B) | (D-B) | |
| Enrolment Based Funding | | | | | | | | | | | | | |
| Standard (Regular) Schools | 19,106.879 | \$ 7,560 | \$ 144,448,007 | 19,405.700 | \$ 7,560 | \$ 146,707,092 | -298.821 | \$ (2,259,085) | 19,346.286 | \$ 7,468 | \$ 144,478,060 | (239.406) | \$ (30,053) |
| Continuing Education | 11.250 | 7,560 | 85,050 | 13.400 | 7,560 | 101,304 | -2.150 | \$ (16,254) | 22.250 | 7,468 | 166,163 | (11.000) | (81,113) |
| Distributed Learning | 16.813 | 6,100 | 102,556 | 40.800 | 6,100 | 248,880 | -23.988 | \$ (146,324) | 43.188 | 6,100 | 263,444 | (26.375) | (160,888) |
| Alternate Schools | 217.000 | 7,560 | 1,640,520 | 211.000 | 7,560 | 1,595,160 | 6.000 | \$ 45,360 | 236.000 | 7,468 | 1,762,448 | (19.000) | (121,928) |
| Home Schooling | 130.000 | 250 | 32,500 | 17.000 | 250 | 4,250 | 113.000 | \$ 28,250 | 17.000 | 250 | 4,250 | 113.000 | 28,250 |
| Course Challenges | 5.000 | 236 | 1,180 | 9.000 | 236 | 2,124 | -4.000 | \$ (944) | 9.000 | 233 | 2,097 | (4.000) | (917) |
| Total September Enrolment Based Funding | 19,351.942 | | 146,309,813 | 19,670.900 | | 148,658,810 | -318.958 | (2,348,997) | 19,647.723 | | 146,676,462 | (295.781) | (366,649) |
| Enrolment Decline Funding | | | 375,369 | | | 0 | | 375,369 | | | 0 | | 375,369 |
| Unique Student Needs | | | | | | | | | | | | | |
| (a) English Language Learning | 1,844 | 1,520 | 2,802,880 | 1,969 | 1,520 | 2,992,880 | (125) | (\$190,000) | 1,987.000 | 1,495 | 2,970,565 | (143.000) | (167,685) |
| (b) Indigenous Education | 1,354 | 1,500 | 2,031,000 | 1,559 | 1,500 | 2,338,500 | (205) | (\$307,500) | 1,500.000 | 1,450 | 2,175,000 | (146.000) | (144,000) |
| (c) Special Needs | | | | | | | | | | | | - | 0 |
| - Level 1 | 23 | 43,000 | 989,000 | 23 | 43,000 | 989,000 | 0 | \$0 | 25.000 | 42,400 | 1,060,000 | (2.000) | (71,000) |
| - Level 2 | 807 | 20,400 | 16,462,800 | 800 | 20,400 | 16,320,000 | 7 | \$142,800 | 809.000 | 20,200 | 16,341,800 | (2.000) | 121,000 |
| - Level 3 | 425 | 10,300 | 4,377,500 | 450 | 10,300 | 4,635,000 | (25) | (\$257,500) | 465.000 | 10,250 | 4,766,250 | (40.000) | (388,750) |
| (d) Adult Education | 10.063 | 4,823 | 48,531 | 9.000 | 4,823 | 43,407 | 1.063 | \$5,124 | 11.625 | 4,773 | 55,486 | (1.563) | (6,955) |
| (e) Equity of Opportunity Supplement | | | 1,136,653 | | | 1,146,364 | | (\$9,711) | | | 0 | | 1,136,653 |
| | | | 27,848,364 | | | 28,465,151 | | (616,787) | | | 27,369,101 | | 479,263 |
| Salary Differential | | | 4,963,062 | | | 3,952,314 | | 1,010,748 | | | 3,948,187 | | 1,014,875 |
| Unique Geographic Factors | | | 2,167,844 | | | 2,167,844 | | 0 | | | 2,121,694 | | 46,150 |
| Summer Learning | | | 31,820 | | | 145,770 | | (113,950) | | | 145,770 | | (113,950) |
| Curriculum & Learning Support Fund | | | 176,830 | | | 176,830 | | 0 | | | 390,149 | | (213,319) |
| Distributed Learning February and May | | | | | | | | | | | | | |
| K-Grade 9 School Age February | 0.000 | 3,050 | 0 | 0.000 | 3,050 | 0 | 0.000 | 0 | 0.000 | 3,050 | 0 | - | 0 |
| Grade 10-12 School Age February | 12.000 | 6,100 | 73,200 | 12.000 | 6,100 | 73,200 | 0.000 | 0 | 12.000 | 6,100 | 73,200 | - | 0 |
| Adults February | 2.875 | 4,823 | 13,866 | 2.875 | 4,823 | 13,866 | 0.000 | 0 | 2.875 | 4,773 | 13,722 | - | 144 |
| K-Grade 9 School Age May | 0.000 | 2,033 | 0 | 0.000 | 2,033 | 0 | 0.000 | 0 | 0.000 | 2,033 | 0 | - | 0 |
| Grade 10-12 School Age May | 9.625 | 6,100 | 58,713 | 9.625 | 6,100 | 58,713 | 0.000 | 0 | 9.625 | 6,100 | 58,713 | - | 0 |
| Adults May | 1.875 | 4,823 | 9,043 | 1.875 | 4,823 | 9,043 | 0.000 | 0 | 1.875 | 4,773 | 8,949 | - | 94 |
| Continuing Education February and May | | | | | | | | | | | | - | 0 |
| School Age February | 6.500 | 7,560 | 49,140 | 6.500 | 7,560 | 49,140 | 0.000 | 0 | 6.500 | 7,468 | 48,542 | - | 598 |
| Adults February | 13.250 | 4,823 | 63,905 | 13.250 | 4,823 | 63,905 | 0.000 | 0 | 13.250 | 4,773 | 63,242 | - | 663 |
| School Age May | 0.000 | 7,560 | 0 | 0.000 | 7,560 | 0 | 0.000 | 0 | 0.000 | 7,468 | 0 | - | 0 |
| Adults May | 10.000 | 4,823 | 48,230 | 10.000 | 4,823 | 48,230 | 0.000 | 0 | 10.000 | 4,773 | 47,730 | - | 500 |
| SUB-TOTAL | | | \$ 182,189,199 | | | \$ 183,882,816 | | (\$1,693,617) | | | \$ 180,965,461 | | 1,223,738 |
| Additional Operating Funds | | | | | | | | | | | | | |
| - Provincial Holdback Allocation | | | | | | | | 0 | | | 0 | | 0 |
| SUB-TOTAL | | | 0 | | | 0 | | 0 | | | 0 | | 0 |
| TOTAL OPERATING GRANT FROM MINISTRY OF EDUCATION | | | \$ 182,189,199 | | | \$ 183,882,816 | | \$ (1,693,617) | | | \$ 180,965,461 | | \$ 1,223,738 |

| | | | | | A | B | C | D (A-B) | E (A-C) |
|---|-----------------------------------|---|-------------------------------|--------------|---------------------|--------------|-------------|--|------------------------------|
| School District # | | | | | Sept 30 FINAL | Feb Estimate | Actual | | |
| 61 Greater Victoria | | | | | | | | Sept 30 FINAL Enrolment Vs February Projection | Variance to Previous Year |
| | | | | | 2020-2021 | 2020-2021 | 2019-2020 | | |
| (Incl. Adult FTE & Feb/May) | | | | | 19,352 | 19,671 | 19,648 | (319) | (296) |
| SEPTEMBER | | | | | | | | | |
| 1. Student Base Allocation: | | | | | | | | | |
| = | 19,106.879 | = School-age FTE x | \$7,560 | | 144,448,007 | 146,707,092 | 144,478,060 | (2,259,085) | (30,053) |
| = | 11.250 | = Continuing Education FTE x | \$7,560 | | 85,050 | 101,304 | 166,163 | (16,254) | (81,113) |
| = | 217.000 | = Alternate Schools FTE x | \$7,560 | | 1,640,520 | 1,595,160 | 1,762,448 | 45,360 | (121,928) |
| = | 16.813 | = Distributed Learning School Age FTE x | \$6,100 | | 102,556 | 248,880 | 263,444 | (146,324) | (160,888) |
| = | 130.000 | = number of Home School students x | \$250 | | 32,500 | 4,250 | 4,250 | 28,250 | 28,250 |
| = | 5.000 | = Course Challenges x | \$236 | | 1,180 | 2,124 | 2,097 | (944) | (917) |
| | 19,351.942 | = September Enrolment | | | 146,309,813 | 148,658,810 | 146,676,462 | (2,348,997) | (366,649) |
| 2. Supplement for Enrolment Decline 1 to 4% | | | | | | | | | |
| Sept 2020 Enrol 19,351.942 Sept 2019 Enrol 19,647.723 | | | | | (295.781) -1.51% | | | | |
| Enrolment Decline 295.781 Basic Allocation \$7,560 x 50% | | | | | 375,369 | 0 | 0 | 375,369 | 375,369 |
| 3. Unique Student Needs | | | | | | | | | |
| Incl Feb Est | a. English Language Learner (ELL) | | | | | | | | |
| | | 1,844.0 = ESL FTE x | \$1,520 | \$2,802,880 | 2,802,880 | 2,992,880 | 2,970,565 | (190,000) | (167,685) |
| | b. Indigenous Education | | | | | | | | |
| | | 1,354.0 = Indigenous FTE x | \$1,500 | \$2,031,000 | 2,031,000 | 2,338,500 | 2,175,000 | (307,500) | (144,000) |
| | c. Special Education | | | | | | | | |
| | - Level 1: | 23.0 = Level 1 FTE x | \$43,000 | \$989,000 | 989,000 | 989,000 | 1,060,000 | 0 | (71,000) |
| | - Level 2: | 807.0 = Level 2 FTE x | \$20,400 | \$16,462,800 | 16,462,800 | 16,320,000 | 16,341,800 | 142,800 | 121,000 |
| | - Level 3: | 425.0 = Level 3 FTE x | \$10,300 | \$4,377,500 | 4,377,500 | 4,635,000 | 4,766,250 | (257,500) | (388,750) |
| | d. Adult Education | | | | | | | | |
| | | 10.0625 = Adult FTE x | \$4,823 | \$48,531 | 48,531 | 43,407 | 55,486 | 5,124 | (6,955) |
| e. Equity of Opportunity Supplement (Old Vulnerable Students) | | | | \$1,136,653 | 1,136,653 | 1,146,364 | 0 | (9,711) | 1,136,653 |
| Total Unique Student Needs | | | | | 27,848,364 | 28,465,151 | 27,369,101 | (616,787) | 479,263 |
| 4. Salary Differential | | | | | | | | | |
| Differential: | | \$1,368 | multiplied by | 1,075.667 | \$ | 1,471,512 | | | |
| | | | Estimated number of teachers: | | | | | | |
| School-age FTE | | 19,351.942 | multiplied by | \$180.33 | \$ | 3,491,550 | | | |
| | | | | | 4,963,062 | 3,952,315 | 3,948,187 | 1,010,747 | 1,014,875 |
| 5. Unique Geographic Factors | | | | | | | | | |
| 6. Supplement for the Education Plan | | | | | 2,167,844 | 2,167,844 | 2,121,694 | 0 | 46,150 |
| 7. Funding Protection | | | | | 176,830 | 176,830 | 390,149 | 0 | (213,319) |
| | | | | | 0 | 0 | 0 | 0 | 0 |
| Total September | | | | | 181,841,283 | 183,420,950 | 180,505,593 | (1,579,667) | 1,335,690 |
| JULY | | | | | | | | | |
| Student Base Allocation: | | | | | | | | | |
| = | 0.000 | = Summer Learning Gr 1-7 | \$215 | | 0 | 0 | 0 | 0 | 0 |
| = | 20.00 | = Summer Learning Gr 8-9 | \$215 | | 4,300 | 16,340 | 16,340 | (12,040) | (12,040) |
| = | 64.00 | = Summer Learning G 10-12 | \$430 | | 27,520 | 129,430 | 129,430 | (101,910) | (101,910) |
| | | = Supplement for Summer Learning | | | 0 | 0 | 0 | 0 | 0 |
| | 0.00 | = Cross Enrolment Grade 8 and 9 | \$430 | | 0 | 0 | 0 | 0 | 0 |
| Total July | | | | | 31,820 | 145,770 | 145,770 | (113,950) | (113,950) |
| FEBRUARY | | | | | | | | | |
| Student Base Allocation: | | | | | | | | | |
| = | 6.50 | = School Age FTE - Continuing Ed | \$7,560 | | 49,140 | 49,140 | 173,631 | 0 | (124,491) |
| = | 13.25 | = Adult FTE - Continuing Ed | \$4,823 | | 63,905 | 63,905 | 54,890 | 0 | 9,015 |
| = | 0.00 | = K-Gr 9 School Age FTE - Distr Lrn | \$3,050 | | 0 | 0 | 0 | 0 | 0 |
| = | 12.00 | = Gr 10-12 School Age FTE - Distr Lrn | \$6,100 | | 73,200 | 73,200 | 205,113 | 0 | (131,913) |
| = | 2.88 | = Adult FTE - Distr Lrn | \$4,823 | | 13,866 | 13,866 | 10,143 | 0 | 3,723 |
| Special Education Enrolment Growth | | | | | | | | | |
| - Level 1: | 0.0 | = Level 1 FTE x | \$21,500 | | 0 | 0 | 21,200 | 0 | (21,200) |
| - Level 2: | 0.0 | = Level 2 FTE x | \$10,200 | | 0 | 0 | 0 | 0 | 0 |
| - Level 3: | 0.0 | = Level 3 FTE x | \$5,150 | | 0 | 0 | 20,500 | 0 | (20,500) |
| = | 0 | = Newcomer Refugees | \$3,780 | | 0 | 0 | 33,606 | 0 | (33,606) |
| = | 0 | = ELL Supplement - Newcomer Refugee | \$760 | | 0 | 0 | 5,236 | 0 | (5,236) |
| Total February | | | | | 200,111 | 200,111 | 0 | 0 | (324,208) |
| MAY | | | | | | | | | |
| Student Base Allocation: | | | | | | | | | |
| = | 0.00 | = School Age FTE - Continuing Ed | \$7,560 | | 0 | 0 | 0 | 0 | 0 |
| = | 10.00 | = Adult FTE - Continuing Ed | \$4,823 | | 48,230 | 48,230 | 47,730 | 0 | 500 |
| = | 0.00 | = K-Gr 9 School Age FTE - Distr Lrn | \$2,033 | | 0 | 0 | 0 | 0 | 0 |
| = | 9.63 | = Gr 10-12 School Age FTE - Distr Lrn | \$6,100 | | 58,713 | 58,713 | 58,713 | 0 | (1) |
| = | 1.88 | = Adult FTE - Distr Lrn | \$4,823 | | 9,043 | 9,043 | 8,949 | 0 | 94 |
| Total May | | | | | 115,986 | 115,986 | 115,392 | 0 | 594 |
| OPERATING GRANT 2020/2021 | | | | | 182,189,199 | 183,882,816 | 180,766,755 | (1,693,617) | 898,125 |



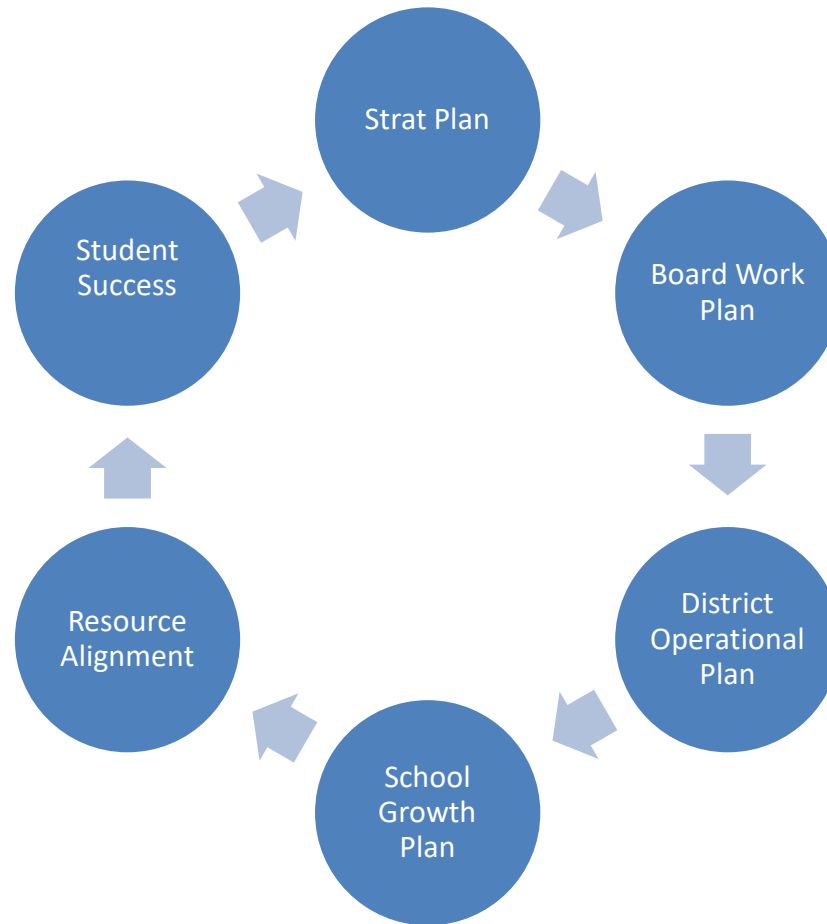
One *Learning* Community



Budget 2021-2022

Date: January 11, 2021
Presented to: Operations Policy & Planning Meeting
Presented by: Kim Morris, Secretary-Treasurer

Alignment



Shift 21-22 to 24-25

- 2021-2022 is year 2 of 5 of Strategic Plan
- Won't all happen in one year
- But we must begin to move:
 - status quo/rollover budgets to budgets aligned to gaps/strategies/initiatives
 - good to exceptional
 - poor to exceptional

Shift

2020-2021

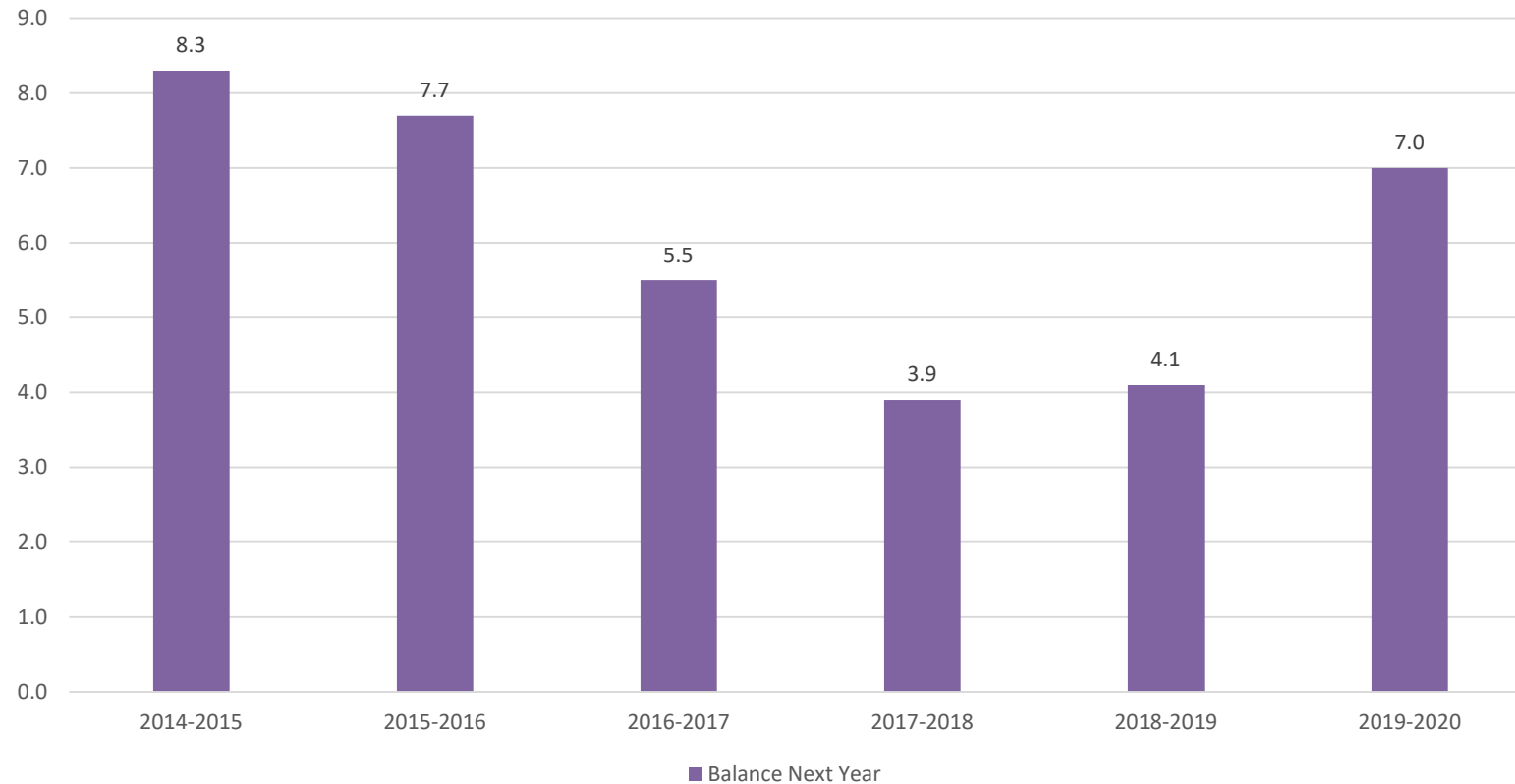
- Rollover
- Surplus to balance
- Some anecdotal and some data
- Initiatives rolled over, some new, not explicit
- Here's your budget
- Silo
- Student success

2021-2022

- Shift: Year 2/5
- Live within our means
- Larger focus on data
- Initiatives focus
- Return on investment (ROI)
- What's your plan?
- Alignment
- Improved student success

Surplus

Surplus Used to Balance Next Year (\$M)



Data

- How do we make decisions about resource allocation?
- Important:
 - Gut
 - Anecdotal
 - Stories
- Check and balance:
 - Data and research to support/verify/refute what we feel

Data

- **Third party data**
 - Grad rates
 - Transitions
 - EDI/MDI
 - McCreary
 - HAWD: Indigenous/Inclusion
- **In house data**
 - Literacy/Indigenous and other apps
 - Attendance
 - School growth plans
 - Other?

Initiatives

- **Instead of receiving a rollover budget and:**
 - Making due (initiatives > budget given)
 - Carrying forward (budget > initiatives spending)
- **Allocate resources based on:**
 - Plans & initiatives (how much do you need?)
 - Historical over/under spends (4-year historical)
 - School profile (over time)

ROI (Return on Investment)

- How do we know the money we invested in an initiative is making a difference? Did we move the dial?
 - Data collection
 - Analysis
 - Conclusion
- What investment is not making a difference?
 - Shift resources to different initiatives

Philosophy

- **Here's your budget**
 - Rollover; no change year to year
 - Can be vague and out of focus
 - Can lead to poor investment or neglect of infra-structure
- **What's your plan?**
 - Needs based
 - Changes each year depending on ROI and school profile
 - Is the plan focused on filling the gaps in student success?
 - What will move the dial?
 - Highlights best practice and research based

Approach

- **Silo**
 - Each department funds programs and schools separately
 - Does not consider profile of school or year
 - Avoids big picture; organizational thinking
 - Little understanding of the budget and complexity
- **Organization Alignment**
 - Focuses on goals of the organization and means to achieve them
 - Promotes the uniqueness or profile of a school or a fiscal year
 - Clarifies allocations and reduces duplication of services and budget \$\$
 - Promotes transparency, accountability, understanding and trust

Improved Student Success

- **Current State**
 - We are doing a good job; most of our students do well
 - Of the students not doing well, have we improved success for them over time?
 - Do we know who our students are?
- **Future State**
 - We've addressed goals in the strategic plan, operational plan, school growth plan
 - Data shows us we've moved the dial; our indicators/trends have upward trajectory
 - We know our students, what they need and strategies to help them

Where to We Start?

- **Analyze**
 - 4 year spending patterns complete
- **Input from the field**
 - District Allocations Working Group formed
- **Easily identifiable inequity**
 - Are some schools or types of schools better resourced than others and why?
 - Do some schools have greater ability to fundraise/collect revenue?
- **Model**
 - Status Quo
 - Core +
 - School Profile
 - Standard Hours
 - Other

Example of Modeling

- **School Based Inclusive Learning**
 - Status quo
 - Staffing FTE and hours allocation vs. \$\$ Allocation
 - Core + : base level of service + allocations tied to designations & events (IEP and SBT meetings)
 - Standard EA Hours
 - School Profile: identify & understand each school's unique characteristics and resource accordingly

Process



| Date | Location | Time | Event |
|--------|----------|-------------------|---|
| Dec 14 | Tolmie | 7:30 PM | Regular Open Board Meeting |
| Jan 11 | Tolmie | 7:00 PM | Operations Policy & Planning Committee |
| Jan 18 | Tolmie | 6:30 PM | Board Working Session - Finance Orientation |
| Jan 25 | Tolmie | 7:30 PM | Regular Open Board Meeting |
| Feb 1 | Tolmie | 7:00 PM | Education Policy & Directions Committee |
| Feb 4 | TBD | 9:00 AM - 2:30 PM | Student Symposium |
| Feb 8 | Tolmie | 7:00 PM | Operations Policy & Planning Committee |
| Feb 18 | TBD | 6:00-9:00 PM | Talking Tables (Incl. Dinner) |
| Feb 22 | Tolmie | 7:30 PM | Regular Open Board Meeting |
| Mar 8 | Tolmie | 7:00 PM | Operations Policy & Planning Committee |

3-YEAR E

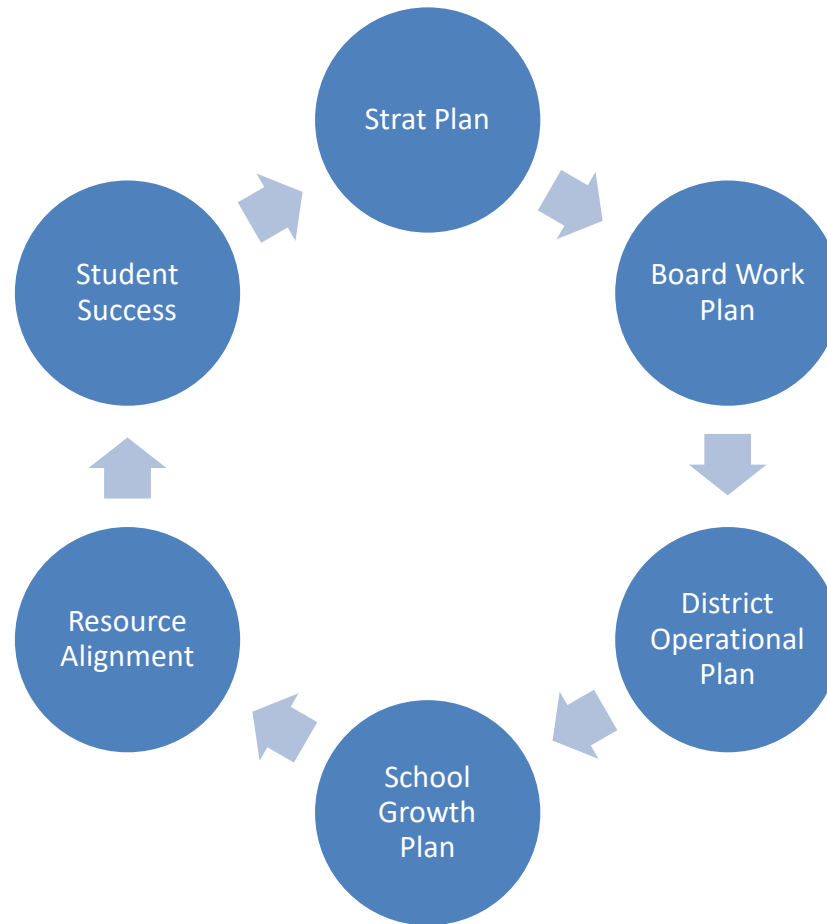
Key Milestones

- Jan 11 – OPPS - Projected Enrolment & Public Engagement Discussion
- Jan 18 – Board Working Session
- Feb 1 – EDPD (Ed Cmmtee) – Learning/Student Success Presentation
- Feb 4 – Student Symposium
- Feb 8 – OPPS – Public Engagement Summary
- Feb 15 – MOE Enrolment Submission
- Feb 18 – Talking Tables
- Mar 8 – Draft 1: Structure Surplus/Deficit

Public Engagement

- ThoughtExchange
- Student Symposium
- Talking Tables
- Other?

Alignment



Projected Enrolment Comparison 2021/22 to Actual 2020/21

| | Actual | Projected | |
|-------------------|------------------|-----------------|---|
| | 2020/21 | 2021/22 | 2021-2022 Projected vs 2020-2021 Actual Enrolment |
| Elementary | FTE | FTE | |
| FDK - E | 1,134.0 | 1,143.0 | 9.0 |
| FDK - F | 334.0 | 336.0 | 2.0 |
| | <u>1,468.0</u> | <u>1,479.0</u> | <u>11.0</u> |
| 1 to 5 - E | 5,704.0 | 5,683.0 | (21.0) |
| 1 to 5 - F | 1,594.0 | 1,578.0 | (16.0) |
| | <u>7,298.0</u> | <u>7,261.0</u> | <u>(37.0)</u> |
| Elementary | <u>8,766.0</u> | <u>8,740.0</u> | <u>(26.0)</u> |
| MS E | 3,095.0 | 3,105.0 | 10.0 |
| MS F | 1,101.0 | 1,130.0 | 29.0 |
| Total | <u>4,196.0</u> | <u>4,235.0</u> | <u>39.0</u> |
| Sec E | 5,183.2 | 5,171.0 | (12.2) |
| Sec F | 961.7 | 925.0 | (36.7) |
| Total | <u>6,144.9</u> | <u>6,096.0</u> | <u>(48.9)</u> |
| Victor | 13.0 | 13.0 | - |
| CE | 11.3 | 11.3 | - |
| The LINK | 16.8 | 16.8 | - |
| Alt Ed | 204.0 | 204.0 | - |
| | <u>245.1</u> | <u>245.1</u> | <u>-</u> |
| Total School -Age | <u>19,351.94</u> | <u>19,316.1</u> | <u>(35.9)</u> |
| Adults | 10.1 | 9.6 | (0.5) |
| | <u>19,362.0</u> | <u>19,325.7</u> | <u>(36.4)</u> |

Projection does not include Graduated Adults

Victor, CE, The LINK & Alt Ed projections not yet completed

2021-2022 Enrolment Projections @ January 6, 2021

| | | | | | | | | | | | | | | | | | | | Projected Enrolment at September 30, 2021 (FTE) | | | | | | | | |
|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----------|-----------|-----------|---------|--------------------------|-----------------------------|---------------------|------------|--|------------------------------|-----------|-------|-----------|-----------|-----------|---------|-----|
| 2021-2022 Enrolment by Grade | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | EU/SU | School Age Enrollment | Non- Graduated Adults | Graduated Adults | | Funded FTE Sept 2020 | Change from Previous Year | % | | | | | | |
| ELEMENTARY | | | | | | | | | | | | | | | | A | C | A-C | | | | | | | | | |
| Braefoot | 34 | 38 | 40 | 36 | 37 | 48 | - | - | - | - | - | - | - | - | 233 | - | - | 233 | 236 | (3.00) | -1% | | | | | | |
| Campus View | 69 | 68 | 76 | 68 | 74 | 71 | - | - | - | - | - | - | - | - | 426 | - | - | 426 | 429 | (3.00) | -1% | | | | | | |
| Cloverdale | 52 | 53 | 44 | 49 | 49 | 52 | - | - | - | - | - | - | - | - | 299 | - | - | 299 | 296 | 3.00 | 1% | | | | | | |
| Craigflower | 24 | 20 | 20 | 21 | 19 | 17 | - | - | - | - | - | - | - | - | 121 | - | - | 121 | 117 | 4.00 | 3% | | | | | | |
| Doncaster | 66 | 72 | 67 | 77 | 60 | 76 | - | - | - | - | - | - | - | - | 418 | - | - | 418 | 416 | 2.00 | 0% | | | | | | |
| Eagle View | 48 | 57 | 33 | 38 | 38 | 47 | - | - | - | - | - | - | - | - | 261 | - | - | 261 | 257 | 4.00 | 2% | | | | | | |
| Frank Hobbs | 39 | 32 | 51 | 45 | 37 | 43 | - | - | - | - | - | - | - | - | 247 | - | - | 247 | 249 | (2.00) | -1% | | | | | | |
| George Jay | 87 | 82 | 77 | 81 | 85 | 55 | - | - | - | - | - | - | - | - | 467 | - | - | 467 | 461 | 6.00 | 1% | | | | | | |
| Hillcrest | 43 | 46 | 47 | 51 | 51 | 55 | - | - | - | - | - | - | - | - | 293 | - | - | 293 | 292 | 1.00 | 0% | | | | | | |
| James Bay | 29 | 22 | 36 | 38 | 35 | 28 | - | - | - | - | - | - | - | - | 188 | - | - | 188 | 192 | (4.00) | -2% | | | | | | |
| Lake Hill | 35 | 35 | 39 | 32 | 40 | 30 | - | - | - | - | - | - | - | - | 211 | - | - | 211 | 206 | 5.00 | 2% | | | | | | |
| Macaulay | 84 | 77 | 72 | 75 | 71 | 70 | - | - | - | - | - | - | - | - | 449 | - | - | 449 | 455 | (6.00) | -1% | | | | | | |
| Margaret Jenkins | 72 | 80 | 69 | 77 | 64 | 81 | - | - | - | - | - | - | - | - | 443 | - | - | 443 | 450 | (7.00) | -2% | | | | | | |
| Marigold | 43 | 40 | 41 | 54 | 38 | 58 | - | - | - | - | - | - | - | - | 274 | - | - | 274 | 283 | (9.00) | -3% | | | | | | |
| McKenzie | 40 | 39 | 42 | 36 | 36 | 34 | - | - | - | - | - | - | - | - | 227 | - | - | 227 | 227 | 0.00 | 0% | | | | | | |
| Northridge | 45 | 45 | 44 | 41 | 40 | 39 | - | - | - | - | - | - | - | - | 254 | - | - | 254 | 255 | (1.00) | 0% | | | | | | |
| Oaklands | 76 | 52 | 83 | 93 | 84 | 78 | - | - | - | - | - | - | - | - | 466 | - | - | 466 | 499 | (33.00) | -7% | | | | | | |
| Quadra | 78 | 74 | 71 | 70 | 70 | 54 | - | - | - | - | - | - | - | - | 417 | - | - | 417 | 417 | 0.00 | 0% | | | | | | |
| Rogers | 48 | 42 | 56 | 41 | 55 | 43 | - | - | - | - | - | - | - | - | 285 | - | - | 285 | 294 | (9.00) | -3% | | | | | | |
| Sir James Douglas | 74 | 74 | 69 | 75 | 89 | 79 | - | - | - | - | - | - | - | - | 460 | - | - | 460 | 443 | 17.00 | 4% | | | | | | |
| South Park | 28 | 18 | 31 | 32 | 28 | 34 | - | - | - | - | - | - | - | - | 171 | - | - | 171 | 167 | 4.00 | 2% | | | | | | |
| Strawberry Vale | 45 | 53 | 31 | 38 | 42 | 40 | - | - | - | - | - | - | - | - | 249 | - | - | 249 | 247 | 2.00 | 1% | | | | | | |
| Sundance-Bank | 18 | 6 | - | - | - | - | - | - | - | - | - | - | - | - | 24 | - | - | 24 | - | 24.00 | 0% | | | | | | |
| Tillicum | 70 | 72 | 71 | 68 | 42 | 66 | - | - | - | - | - | - | - | - | 389 | - | - | 389 | 397 | (8.00) | -2% | | | | | | |
| Torquay | 51 | 54 | 48 | 58 | 57 | 47 | - | - | - | - | - | - | - | - | 315 | - | - | 315 | 311 | 4.00 | 1% | | | | | | |
| Victoria West | 53 | 51 | 43 | 44 | 46 | 46 | - | - | - | - | - | - | - | - | 283 | - | - | 283 | 273 | 10.00 | 4% | | | | | | |
| View Royal | 52 | 51 | 50 | 47 | 52 | 41 | - | - | - | - | - | - | - | - | 293 | - | - | 293 | 303 | (10.00) | -3% | | | | | | |
| Willows | 76 | 97 | 99 | 88 | 110 | 107 | - | - | - | - | - | - | - | - | 577 | - | - | 577 | 594 | (17.00) | -3% | | | | | | |
| Total Elementary | 1,479 | 1,450 | 1,450 | 1,473 | 1,449 | 1,439 | | | | | | | | | 8,740.000 | - | - | 8,740.000 | 8,766 | (26.00) | 0% | | | | | | |
| MIDDLE | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Arbutus | | | | | | | 142 | 138 | 148 | - | - | - | - | - | 428.000 | - | - | 428.000 | 432.000 | (4.00) | -1% | | | | | | |
| Cedar Hill | | | | | | | 153 | 163 | 163 | - | - | - | - | - | 479.000 | - | - | 479.000 | 461.000 | 18.00 | 4% | | | | | | |
| Central | | | | | | | 173 | 172 | 183 | - | - | - | - | - | 528.000 | - | - | 528.000 | 546.000 | (18.00) | -3% | | | | | | |
| Colquitz | | | | | | | 167 | 168 | 166 | - | - | - | - | - | 501.000 | - | - | 501.000 | 506.000 | (5.00) | -1% | | | | | | |
| Glanford | | | | | | | 114 | 109 | 96 | - | - | - | - | - | 319.000 | - | - | 319.000 | 352.000 | (33.00) | -9% | | | | | | |
| Gordon Head | | | | | | | 110 | 107 | 102 | - | - | - | - | - | 319.000 | - | - | 319.000 | 310.000 | 9.00 | 3% | | | | | | |
| Lansdowne | | | | | | | 238 | 235 | 263 | - | - | - | - | - | 736.000 | - | - | 736.000 | 676.000 | 60.00 | 9% | | | | | | |
| Monterey | | | | | | | 120 | 141 | 118 | - | - | - | - | 6 | 385.000 | - | - | 385.000 | 382.000 | 3.00 | 1% | | | | | | |
| Rockheights | | | | | | | 72 | 73 | 76 | - | - | - | - | - | 221.000 | - | - | 221.000 | 225.000 | (4.00) | -2% | | | | | | |
| Shoreline | | | | | | | 107 | 102 | 110 | - | - | - | - | - | 319.000 | - | - | 319.000 | 306.000 | 13.00 | 4% | | | | | | |
| Total Middle | | | | | | | | | | | | | | | | 1,396 | 1,408 | 1,425 | 6 | 4,235.000 | - | - | 4,235.000 | 4,196.000 | 39.00 | 1% | |
| SECONDARY | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Esquimalt | | | | | | | | | | 162 | 202.098 | 166.310 | 157.670 | 9.239 | 697.043 | 0.219 | - | 697.261 | 740.938 | (43.68) | -6% | | | | | | |
| Lambrick Park | | | | | | | | | | 112 | 143.746 | 114.535 | 147.902 | 4.250 | 522.433 | - | - | 522.433 | 507.875 | 14.56 | 3% | | | | | | |
| Mount Douglas | | | | | | | | | | 189 | 211.990 | 192.698 | 211.697 | 18.500 | 823.885 | - | - | 823.885 | 818.875 | 5.01 | 1% | | | | | | |
| Oak Bay | | | | | | | | | | 273 | 344.658 | 306.728 | 283.136 | 15.683 | 1,223.162 | - | - | 1,223.162 | 1,217.500 | 5.66 | 0% | | | | | | |
| Reynolds | | | | | | | | | | 229 | 252.950 | 262.336 | 273.279 | 17.619 | 1,035.184 | - | - | 1,035.184 | 1,060.067 | (24.88) | -2% | | | | | | |
| Spectrum | | | | | | | | | | 246 | 250.522 | 255.298 | 284.772 | 15.167 | 1,051.674 | - | - | 1,051.674 | 1,052.625 | (0.95) | 0% | | | | | | |
| Victoria | | | | | | | | | | 188 | 166.206 | 181.038 | 192.917 | 14.453 | 742.614 | 0.750 | - | 743.364 | 748.438 | (5.07) | -1% | | | | | | |
| Total Secondary | | | | | | | | | | | | | | | | 1,399 | 1,572.171 | 1,478.943 | 1,551.373 | 94.910 | 6,095.995 | 0.969 | - | 6,096.964 | 6,146.317 | (49.35) | -1% |
| OTHER | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Victor School | | | | | | | 1 | 2 | 2 | 1 | | | | 7.000 | 13.000 | | | 13.000 | 13.000 | 0.00 | 0% | | | | | | |
| Continuing Education | | | | | | | | | | | | 0.125 | 11.125 | | 11.250 | 6.625 | 5.375 | 23.250 | 23.250 | 0.00 | 0% | | | | | | |
| The Link | | | | | | | | | | | 4.875 | 5.438 | 6.500 | | 16.813 | 2.000 | 4.125 | 22.938 | 22.938 | 0.00 | 0% | | | | | | |
| Alt Ed (SJ Burnside) | | | | | | | | | 1 | 8 | 10.000 | 59.000 | 126.000 | | 204.000 | | | 204.000 | 204.000 | 0.00 | 0% | | | | | | |
| Total Other | - | - | - | - | - | - | 1 | 2 | 3 | 9 | 14.875 | 64.563 | 143.625 | 7.000 | 245.063 | 8.625 | 9.500 | 263.188 | 263.188 | 0.00 | 0% | | | | | | |
| GRAND TOTAL | 1,479 | 1,450 | 1,450 | 1,473 | 1,449 | 1,439 | 1,397 | 1,410 | 1,428 | 1,408 | 1,587.046 | 1,543.506 | 1,694.998 | 107.910 | 19,316.058 | 9.594 | 9.500 | 19,335.151 | 19,371.504 | (36.35) | 0% | | | | | | |

Shops in School District No. 61: Audit Findings & Status

Prepared: December 7, 2020

Prepared for: Operations Policy & Planning Committee

Prepared by: Marni Vistisen-Harwood, Mark Peaty, Blair Higgs, Colin Roberts, Justin Taylor, Chuck Morris, Kim Morris

I. Background

In June 2020, the Board carried the following resolution:

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide the Board of Education a report which sets out what actions and remediations have been completed, and what actions and remediations are outstanding as a result of the health and safety issues identified in the school shop audits carried out in November 2016 and Spring 2017.

While the Board motion is the catalyst for this report, bringing shops into compliance in SD61 has been a priority for Facilities staff, and has been on-going over a number of years.

In 2017, the Board allocated \$77,353 in one time funding to support school wood and metal shops. \$42,164 was spent on a shop safety audit that was completed by Suncorp Valuations. The audit by Suncorp Valuations reported on:

- current state of equipment
- ventilation
- spacing and
- safety of equipment.

The remaining \$35,189 was used on various shop repairs, such as fabricating and installing metal guards on hydraulic presses and repairing magnetic switches to name a few.

In the 2016-2017 school year, the District applied to the Youth Trades Capital Equipment Program (YTCEP), through the Ministry of Advanced, Skills Education and Training and received a total of \$843,624 over three years. Parameters around this funding that allowed for new equipment purchases and ventilation upgrades.

In 2017 an equipment plan was drafted with the assistance of the shop teachers. This plan laid out the equipment that is deemed required for different shops found in Appendix "A" Page 9. This work was intended to provide a baseline shop equipment inventory that would provide robust programming and support the re-designed curriculum.

Currently some shops have more equipment than the baseline. There are two schools of thought relative to the equipment that is above and beyond the benchmark in Appendix "A" Page 9:

1. Teachers would like the equipment to remain and be grandfathered (in use until no longer working, at which time not replaced); and
2. From a district facilities perspective, the struggle to make sure shops can meet health and safety criteria, limit liability, meet dust collector extractor requirements and standardize equipment for best supporting functioning shops for programming.

In 2018 Rocky Point Engineering was contracted to look at the woodshop dust collector capacities given the new equipment plan. It was soon determined that the dust collectors were undersized for the current shop equipment inventory. This was due mainly to the new WorkSafe regulations that came into effect after the large sawmill explosion in Prince George.

Based on 2017 equipment plan jointly developed by the shop teachers and Associate Superintendent Greg Kitchener, now retired, and the 2016 and 2018 consultant reports/audit results, an analysis has been completed to identify and determine:

- School
- Shop type
- Equipment inventory
- Guard compliance
- Spacing compliance
- Delineation line compliance (Figure 1)
- Status
- Action
- Expenditures to date
- Funding required to comply

II. Safety and Compliance

In order to fully comply with legislation and regulation for the number and types of shops in the District, a significant investment will need to be made over time. A sample replacement plan is provided in Appendix “G” Page 93 with the two most pressing shops being placed in first priority. The sample replacement plan assumes that all existing baseline equipment will be operational for the life of the replacement cycle (i.e. won’t break down and require replacement or significant repair). Along the continuum the Board may need to consider investment in new equipment, as well as the compliance investment, should any of the existing baseline equipment reach the end of its useful life.

The replacement plan does not contemplate any new technologies or equipment. Should additional or new equipment be purchased by schools, it will need to be determined by Facilities staff, if the additional equipment can be installed safely in terms of spacing, dust collection and electrical capacity.

Below is a table that indicates the expenditures to date, and additional funds that are required to ensure all woodshops are code compliant. Details can be found in Appendix “B” Page 18.

Costing assumptions:

- Engineering fees are included in ventilation & dust collector upgrades.
- Cost values identified by the auditors in 2018 include 10% added for inflation and escalation.
- Cost values are estimates and have not been market tested (RFP or estimates) for the purposes of this report.

| Table 1: Woodshop Summary | | |
|----------------------------------|--------------------|--------------------|
| | | |
| Site | Completed Costs | Outstanding Costs |
| | | |
| Arbutus | \$14,833 | \$592,275 |
| Cedar Hill | \$19,660 | \$510,600 |
| Central | \$15,691 | \$589,750 |
| Colquitz | \$15,738 | \$438,120 |
| Esquimalt | \$20,757 | \$756,620 |
| Glanford | \$45,803 | \$422,030 |
| Gordon Head | \$162,970 | \$40,950 |
| Lambrick Park | \$33,391 | \$736,220 |
| Lansdowne | \$10,883 | \$665,660 |
| Monterey | \$364,843 | \$79,200 |
| Mt. Doug | \$17,957 | \$691,248 |
| Oak Bay | \$21,643 | \$471,019 |
| Reynolds | \$20,972 | \$723,650 |
| Rockheights | \$12,503 | \$600,925 |
| Shoreline | \$14,090 | \$588,600 |
| Spectrum | \$240,967 | \$191,750 |
| Vic High | \$19,361 | \$637,050 |
| | | |
| Totals | \$1,052,060 | \$8,735,667 |

Below is a table that indicates the expenditures to date and additional funds to ensure all metal, auto and aviation shops are code compliant. Details can be found in Appendix "C" Page 53. The same assumptions apply to metal, auto and aviation shops, as stated previously for woodshops.

| Table 2: Metal, Auto and Air Hanger Summary | | |
|--|------------------|--------------------|
| | | |
| Site | Completed Costs | Outstanding Costs |
| | | |
| Arbutus - Metal | \$2,430 | \$394,500 |
| Cedar Hill - Metal | \$1,200 | \$394,500 |
| Central - Metal | \$0 | \$384,500 |
| Esquimalt - Metal | \$125,254 | \$392,500 |
| Esquimalt - Auto | \$0 | \$49,000 |
| Lambrick Park - Metal | \$5,000 | \$394,500 |
| Mt. Doug - Metal | \$1,200 | \$392,500 |
| Mt. Doug - Auto | \$0 | \$34,500 |
| Mt. Doug - Air Hanger | \$0 | \$13,500 |
| Oak Bay - Metal | \$0 | \$352,500 |
| Reynolds - Metal | \$0 | \$392,500 |
| Reynolds - Auto | \$0 | \$41,000 |
| Shoreline - Metal | \$0 | \$392,500 |
| Spectrum - Metal | \$305,677 | \$55,500 |
| Spectrum - Auto | \$0 | \$41,000 |
| Vic High - Metal | \$0 | \$404,500 |
| Vic High - Auto | \$9,037 | \$33,000 |
| | | |
| Totals | \$440,761 | \$4,129,500 |

Below are a two photos of the Esquimalt Metal safety lines that were recently painted. The photos provide an example of compliant spacing and compliant crossover areas in which only one student may work at a time.

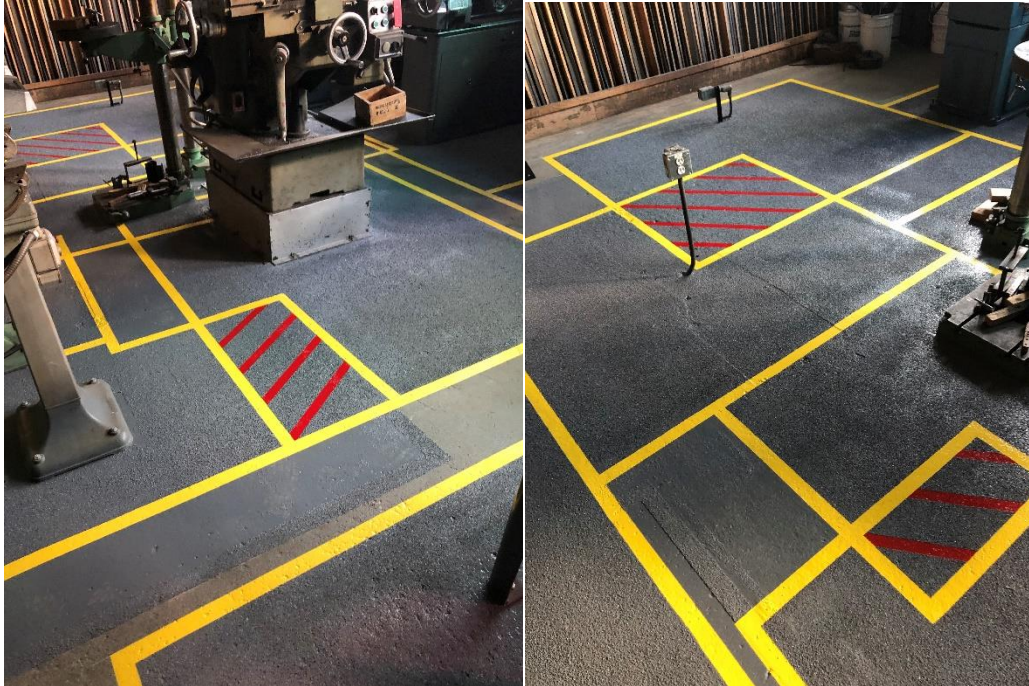


Figure 1

The estimated costs of \$4.1m and \$8.7m for metal, auto, air-hanger and woodshops respectively, to bring District shops into compliance, is a significant investment in health and safety, and programming for student opportunity and success.

It is unlikely that a budget item of \$12.9m can be approved in any one year.

To date the District has purchased the approved equipment for shops funded by the YTCEP funding. The Youth Trades Capital Equipment Program allocated funding to upgrade the ventilation at Spectrum's metal shop and expansion to include four more welding booths. The funding also allowed for the addition of two welding booths in the Esquimalt metal shop and an extraction system for their new plasma cutting machine.

Facilities is currently working to install all new equipment, ensure the shops are code complaint and reconfigure equipment in each shop to support the required safety zones. Furthermore, all shop sweeps (floor vacuum that allows for wood dust to be swept up and is attached to the dust collector) in the woodshops are in the process of being removed to ensure longevity and safety of the dust collector and ducting. For fiscal years 2017-2018 and 2018-2019 the District used the Annual Facilities Grant (AFG) to upgrade the dust collectors at Monterey, Spectrum and Gordon Head.

III. Process for New Equipment

All shop teachers are in the process of being added into Asset Planner, an online application that allows Tech Ed teachers to:

- request repairs for all of the hard mounted equipment within the Tech Ed classroom where they are teaching;
- receive notifications when the work they requested has begun or is completed;

- create Service Requests (SR) for Facilities employees to repair equipment if required.

Asset Planner also allows for the Facilities employee who is repairing the equipment to track costs and communicate directly with the teacher who placed the SR. The process for shop Service Requests can be found in Appendix “D” Page 88.

A new “Request for Purchase, Replacement, and Moving & Repair” form in Appendix “E” Page 90 has been created for new equipment purchases. The form ensures all parties are aware and well versed in the purchase of equipment and associated supply, service and labour costs. The form also ensures the equipment purchased is code compliant, has the correct guards and meets the dust collector capacity.

IV. Programming

School District No. 61 currently offers 1,601 shops courses being taken at the secondary level. At middle school, over 3,500 students annually take a shop exploratory. In the 2018-2019 school year (prior to COVID) the District was anticipating sponsoring 55-60+ students in their Youth Train in Trades Foundation or Level 1 Program through Camosun or Vancouver Community College. There are 6 Skills Exploration courses running in 4 high schools. In addition, Spectrum Community School is now running a skills exploration cohort to expose students to the metal trades. Since September 2018 the District has had 5 Spectrum students enter a metal Youth in Trades Program. Also exciting is that the percentage of females participating in the trades programs is continually increasing. The percentage of females that were in the 2018-2019 District trades programs were: 22% in the TASK program, 13% in Auto TEC and 38% in Aviation.

V. Roles & Responsibilities

It is recognized that a shop is a learning environment and the teacher is responsible for delivery of program and general housekeeping of the shop, under the supervision of the building Principal. It is also recognized that a shop is an industrial space and comes with significant safety and liability risk for which the District is responsible.

In order to share and to delineate roles and responsibilities, a Monthly Inspection Process has been developed in Appendix “F” Page 92. The process outlines the housekeeping requirements for which the teacher is responsible, and the shop equipment inspection for which the District is responsible.

Together, proper oversight of shops lead to efficient and safe operation of District shops.

VI. Conclusion

Shops in School District No. 61 are highly valued and provide relevant and engaging programming to a substantial number of students. Shops are expensive learning environments with many safety and compliance standards, and areas of responsibility. Shops are underfunded in terms of compliance, and a refresh cycle is non-existent. Shops are not yet compliant in today’s context, and require a significant investment to make them so.

VII. Recommendations

Recommendation #1:

Staff develop a priority replacement plan (sample in Appendix “G” Page 93) based on:

- Equipment currently purchase but not installed from YTCEP funding
- Safety
- Compliance
- Programming
- Life Cycle of Existing Equipment
- New Technologies

Target date: February 2021

Recommendation #2:

A meeting be held for Principals, Vice-Principals and shop teachers to review this report, any upcoming changes to their shops, how to book an orientation with Facilities staff if requested, and updated documentation (SR process, monthly inspection process); and that the shop consultant/auditor be invited as a subject expert.

Target date: March 2021

Recommendation #3

The Service Request flowchart, Monthly Inspection flowchart and Request for Purchase, Replacement, Moving and Repair form be put into place as soon as Recommendation #2 has been completed.

Target date: March 2021

Recommendation #4

In order to renew shops and bring into compliance, the Board consider in its 2021-2022 and subsequent budget cycles, an annual:

- refresh (evergreen) cycle \$1.2m /year
- 1.0 FTE Facilities staffing to perform district monthly inspection \$62,000/year

utilizing all available funding sources including operating, CNCP, SEP, AFG and other.

Target date: April 2021 and subsequent budget years

Recommendation #5

The Board consider shop equipment in its annual surplus appropriation deliberations in order to advance the refresh cycle, where possible.

Target date: Summer 2021 and subsequent year ends

Recommendation #6

Shop teachers new to the District meet with OH&S and Facilities staff and where possible, the out-going shop teacher, in a timely manner to review:

- the specifics of the school shop(s)
- the roles and responsibilities of the teacher and Facilities Staff in the successful operation of District shops
- the SR and monthly inspection process

Target date: Fall 2021 and subsequent school year startups

Recommendation #7

That the provision of professional development opportunities for shop teachers be included in District professional development planning and that where possible, new shop technologies be jointly delivered to Facilities staff (Cecilia shops) and teachers (school shops).

Target date: 2021-2022 and subsequent school years

Recommendation #8

District shop audits occur every 5 years, by an external third party.

Target date: 2025

Recommendation #9

An administrative procedure be developed for the Administration Manual setting out the processes and procedures necessary to maintain compliance, uphold safety and deliver program to student in District school shops.

Target date: June 30, 2021

Recommendation #10

That existing shop equipment in excess of the benchmark equipment inventory, be grandfathered if health and safety standards, including the capacity of planned dust collector replacement projects, and liability thresholds are met, until the equipment can no longer be used or can no longer be supported.

Target date: Immediately



GREATER VICTORIA SCHOOL DISTRICT

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Shop Facility and Equipment Renewal

Guiding Principles

- All Middle and Secondary Schools will provide a “shop” experience for students
- District Facilities will be responsible for the maintenance and replacement of equipment
- Shops will be identified as **Explore** (base) level and **Train** (advanced) level
- The type and level of shop will be based on facility limits and student interest after consulting with staff
- Future direction of individual shops will be made in consultation with Facility and Educational staff
- Equipment will not be added or removed without approval
- Health and Safety of staff and students is critical
- We aspire to provide all students with hands on learning experiences
- Grandfathering of equipment will be considered in unique situations and will require approval

Conditions for “Grandfathering” of Equipment

- Not a Health and Safety issue
- Good working condition
- Appropriate space within the shop
- Supports student development and engagement
- Contributes to program
- Teacher is confident and experienced with equipment
- Not needed elsewhere in the District
- Approval required for any “grandfathering” of equipment
- Major repairs or replacement will require approval

Secondary School Shops

Selection of shop programs at each school will be based on facility limits, student interest and school/district priorities. Shop facilities and equipment will be minimally maintained at an Explore (base) level. Select shops will be equipped and maintained at a Train (advanced) level. Program placement will be determined in consultation with Facility and Educational staff.

Victoria High School

- Auto-body (Train)
- Mechanics (Explore)
- Metalwork (Explore)
- Woodwork (Train)
- Electrical (Train)

Future Consideration – Engineering and Design

Esquimalt Secondary School

- Metalwork (Explore)
- Electronics (Explore)
- Woodwork (Explore)
- Mechanics (Train)

Future Consideration – Sheet Metal with Marine Focus

Lambrick Park Secondary

- Metalwork (Explore)
- Woodwork (Train)

Future Considerations – Expansion of TASK Program

Reynolds Secondary

- Woodwork (Explore)
- Metalwork (Explore)
- Electronics (Explore)

Future Considerations – Electronics and Robotics

Spectrum Community School

- Metalwork (Train)
- Woodwork (Explore)
- Mechanics (Explore)
- Electrical (Train)

Future Considerations – Expansion of Welding Program

Oak Bay High School

- Mechanics (Explore)
- Woodwork (Explore)

Future Considerations – Engineering and Robotics

Mount Doug Secondary

- Mechanics (Explore)
- Woodwork (Explore)
- Bicycle Repair (Explore)
- Aviation (Train)

Future Consideration – Engineering and Robotics

SJ Willis School

- Currently students have limited access to a shop experience on site

Future Consideration - Expansion of opportunities for students to programs

Secondary School Woodwork Shop – Base Level Equipment

Stationary Power Equipment

| | |
|--|---|
| Table Saw (sawstop) | 2 |
| Jointer | 2 |
| Planer | 2 |
| Mitre Saw (10" sliding compound) | 1 |
| Mitre Saw/Chop Saw (7 ¼" sliding compound) | 1 |
| Scroll Saw | 3 |
| Disc Sander | 2 |
| Belt Sander (vertical/horizontal) | 2 |
| Drill Press | 3 |
| Lathe | 4 |
| Thickness Sander | 1 |
| Mortiser | 1 |
| Pedestal Grinder | 1 |
| Band Saw | 2 |
| Spraybooth | 1 |
| Air Compressor | 1 |

Mobile Power Equipment

| | |
|----------------------------|---|
| Router (with table) | 1 |
| Belt Sander (1") | 1 |
| Oscillating Spindle Sander | 1 |
| Palm Sanders | 6 |

| | |
|-----------------------|---|
| Jigsaw | 1 |
| Routers | 2 |
| Corded Drills | 2 |
| Cordless Drills | 2 |
| Impact Drivers | 2 |
| Brad Nailer (16g) | 1 |
| Narrow Crown Stapler | 1 |
| Wood Burners | 4 |
| Circular saw (7 1/4") | 2 |
| Biscuit Joiner | 1 |

Hand/ Bench Tools

| | |
|--|--------|
| Bevel Edge Chisels (1/4", 3/8", 1/2", 5/8" 3/4", 1") | 6 sets |
| Carving Chisels | 6 sets |
| Back Saws | 12 |
| Crosscut Saws | 2 |
| Marking Gauges | 12 |
| Jack Planes | 24 |
| Bench Vises (with dogs) | 24 |

Secondary School Metalwork Shop – Base Level Equipment

Stationary Power Equipment

| | |
|-----------------|---|
| Foundry Furnace | 1 |
| Forge | 1 |
| Welding Booth | 4 |
| MIG Welder | 4 |
| Arc Welder | 4 |
| Plasma Cutter | 1 |
| Spot Welder | 1 |
| Belt Sander | 1 |
| Milling Machine | 1 |
| Metal Lathe | 4 |
| Drill Press | 3 |

| | |
|---------------------|---|
| Horizontal Band Saw | 1 |
| Air Compressor | 1 |
| Pedestal Grinder | 2 |
| Sand Blaster | 1 |

Mobile /Bench Equipment

| | |
|---------------------|----|
| Bench Vises | 24 |
| Beverly Shear | 1 |
| Tubing Bender | 1 |
| Slip Roller | 1 |
| Whitney Punch | 1 |
| Oxyacetylene Welder | 2 |
| Anvil | 1 |
| Buffing Wheel | 1 |
| Box Pan | 1 |
| Brake | 1 |
| Sheet Metal Shear | 1 |

Mobile Power Equipment

| | |
|-----------------|---|
| Cutoff Chop Saw | 1 |
| Corded Drills | 2 |
| Soldering Irons | 6 |
| Angle Grinder | 4 |

Secondary School Automotive Shop – Base Level Equipment

Stationary Power Equipment

| | |
|--------------------------------------|---|
| Pedestal Grinder | 1 |
| Brake Lathe | 1 |
| Drill Press | 2 |
| Hoist/Lift | 3 |
| Diagnostic Equipment (scope/scanner) | 1 |
| Tire Balancer | 1 |
| Tire Machine | 1 |

| | |
|--|---|
| Oil Disposal Container | 1 |
| Solvent Tank | 1 |
| Parts Washer Cabinet | 1 |
| Pressure Washer | 1 |
| Disposal Drums (filter, rags, gas & solvent) | 1 |
| Hydraulic Press | 1 |
| Air Compressor | 1 |
| Sand Blaster | 1 |

Mobile Equipment

| | |
|-------------------|----|
| Battery Tester | 1 |
| Transmission Jack | 2 |
| Engine Hoist | 1 |
| Floor Jacks | 3 |
| Jack Stands | 20 |
| Tall Car Stands | 4 |

Hand Power Tools

| | |
|-----------------------|---|
| Cordless Drill | 2 |
| Impact Driver | 1 |
| Pneumatic Impact Guns | 4 |
| Heat Gun | 1 |

Other

| | |
|-------------------------------------|----|
| Briggs & Stratton Engines | 16 |
| Subscription to Alldata or Mitchell | 1 |

Middle School Shops

Shops vary considerably based on whether they were previously a junior high or an elementary school. Former junior high shops tend to be larger and often have more advanced equipment. Some middle schools have two shops and provided multiple shop disciplines. In most cases where middle schools have a metal shop, there is an opportunity to reduce some of the more advanced metalwork equipment and move the metal shop in the direction of a maker space with a metal experience.

Our intent is to equip and maintain Middle School shops at a base level. Further discussions need to take place regarding direction of some middle school shops. The principle of “grandfathering” of equipment will apply to some of these shops.

Current configuration of Middle School Shops:

Arbutus Global Middle School

- Separate Woodwork and Metalwork shops

Colquitz Middle School

- Woodwork shop only

Central Middle School

- Large multi-discipline shop that includes Metal, Wood, Power Mechanics and Electrical

Glanford Middle School

- Woodwork shop only

Gordon Head Middle School

- Woodwork shop only

Cedar Hill Middle School

- Separate Woodwork and Metalwork shops

Monterey Middle School

- Woodwork shop only

Lansdowne Middle School

- Woodwork shop only

Rockheights Middle School

- Woodwork shop only

Shoreline Community School

- Separate Woodwork and Metalwork shops

Middle School Wood Shop – Base Level Equipment

Stationary Power Equipment

| | |
|---------------------|---|
| Table Saw (sawstop) | 1 |
| Jointer | 1 |
| Planer | 1 |
| Mitre Saw (10”) | 1 |

| | |
|---|---|
| Mitre Saw/Chop Saw (7 1/4") | 1 |
| Scroll Saw (or more as shop size dictates) | 6 |
| Disc Sander | 2 |
| Belt Sander (vertical/horizontal) | 2 |
| Drill Press (more if the shop space exists) | 3 |
| Band Saw | 2 |
| Router (with table) | 1 |
| 1" Belt Sander | 1 |
| Oscillating Spindle Sander | 1 |
| Air Compressor | 1 |
| Pedestal Grinder | 1 |

Mobile Power Equipment

| | |
|-----------------|---|
| Palm Sander | 6 |
| Jigsaw | 1 |
| Routers | 2 |
| Corded Drills | 2 |
| Cordless Drills | 2 |
| 16g Brad Nailer | 1 |
| Wood Burners | 4 |

Hand/Bench Tools

| | |
|--|--------|
| Bevel Edge Chisels (1/4" 3/8" 1/2 5/8" 3/4 1') | 2 sets |
| Carving Chisels | 6 sets |
| Back Saws | 12 |
| Crosscut Saws | 2 |
| Marking Gauges | 12 |
| Jack Planes | 12 |
| Bench Vises (with dogs) | 24 |

Middle School Metal Shop – Base Level Equipment

Stationary Power Equipment

| | |
|-----------------|---|
| Cutoff Chop Saw | 1 |
|-----------------|---|

| | |
|---|---|
| Plasma Cutter | 1 |
| Spot Welder | 1 |
| Spot Welder | 1 |
| MIG Welder | 1 |
| Drill Press | 2 |
| Horizontal Band Saw | 1 |
| Air Compressor (could service multiple shops) | 1 |
| Pedestal Grinder | 1 |

Mobile/Bench Equipment

| | |
|-------------------|----|
| Bench Vises | 24 |
| Beverly Shear | 1 |
| Whitney Punch | 1 |
| Anvil | 1 |
| Sheet Metal Shear | 1 |
| Brake | 1 |
| Box Pan | 1 |
| Buffing Wheel | 1 |

Mobile Power Equipment

| | |
|-----------------|---|
| Corded Drills | 2 |
| Soldering Irons | 6 |
| Angel Grinder | 1 |

Woodshop Summary

| Site | Completed Costs | Outstanding Costs |
|---------------|------------------|-------------------|
| Arbutus | 14,833 | 592,275 |
| Cedar Hill | 19,660 | 510,600 |
| Central | 15,691 | 589,750 |
| Colquitz | 15,738 | 438,120 |
| Esquimalt | 20,757 | 756,620 |
| Glanford | 45,803 | 422,030 |
| Gordon Head | 222,253 | 40,950 |
| Lambrick Park | 33,391 | 736,220 |
| Lansdowne | 10,883 | 665,660 |
| Monterey | 362,931 | 79,200 |
| Mt. Doug | 17,957 | 691,248 |
| Oak Bay | 21,643 | 471,019 |
| Reynolds | 20,972 | 723,650 |
| Rockheights | 12,503 | 600,925 |
| Shoreline | 14,090 | 588,600 |
| Spectrum | 244,476 | 191,750 |
| Vic High | 19,361 | 637,050 |
| Totals | 1,112,940 | 8,735,667 |

Note - The outstanding costs do not take into account any further work once reviews are complete

| Arbutus Woodshop - Equipment Review | | | | | | | | | | | | |
|---------------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|---|---|----------|--|----------------|------------------|
| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action - based on shop equipment list | Comment | Priority | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | | | |
| | | | | | | | | | | | | |
| Grinder | | x | x | | | x | Remove | Removed | | C | 100 | |
| 1 Lathe | | x | x | | | x | Remove not in core | | H&S | O | | 500 |
| 2 Lathe | | x | x | | | x | Remove not in core | | H&S | O | | 500 |
| 3 Drill Press | x | | x | | | x | Remain | New unit purchased | H&S | C | 530 | |
| 4 Drill Press | x | | x | | | x | Remain | New unit purchased | H&S | C | 530 | |
| 5 Drill Press | x | | x | | | x | Remain | | H&S | C | - | |
| 6 Drill Press | x | | x | | | x | Remove not in core | | H&S | O | | 200 |
| 7 Drill Press | x | | x | | | x | Remove not in core | | H&S | O | | 200 |
| 8 Drill Press | x | | x | | | x | Remove not in core | | H&S | O | | 200 |
| 9 Disc/Belt Sander | x | | x | | | x | Remove not in core | | H&S | O | | 200 |
| 10 Disc/Belt Sander | x | | x | | | x | Remove not in core list | | H&S | O | | 200 |
| 11 Spindle Sander | x | | x | | | x | Remain | | H&S | C | - | |
| 12 Vertical Belt Sander | x | | x | | | x | Remain | | H&S | C | - | |
| 13 Vertical Belt Sander | x | | x | | | x | Remain | | H&S | C | - | |
| 14 Table Saw | x | | x | | | x | Remain - teacher only | Replaced with Saw Stop with outfeed tal | H&S | C | 6,920 | |
| 15 Jointer 1 | x | | x | | | x | Remain | | H&S | C | - | |
| 16 Jointer | x | | x | | | x | Remove not in core | | H&S | O | | 200 |
| 17 Scroll Saw | x | | x | | | x | Remain | | H&S | C | - | |
| 18 Scroll Saw | x | | x | | | x | Remove not in core | | H&S | O | | 100 |
| 19 Scroll Saw | x | | x | | | x | Remain | | H&S | C | - | |
| 20 Scroll Saw | x | | x | | | x | Remain | | H&S | C | - | |
| 21 Scroll Saw | x | | x | | | x | Remain | | H&S | C | - | |
| 22 Scroll Saw | x | | x | | | x | Remain | | H&S | C | - | |
| 23 Scroll Saw | x | | x | | | x | Remain | | H&S | C | - | |
| 24 Band Saw | x | | x | | | x | Remain | New unit purchased | H&S | C | 1,900 | |
| 25 Planer | x | | x | | | x | Remain | New unit purchased | H&S | C | 4,000 | |
| 26 Router Table | x | | x | | | x | Remain | | H&S | C | - | |
| 27 Mitre Saw | x | | x | | | x | Remain - teacher only | | H&S | C | - | |
| 28 Floor Sweep | | | | | | | Remove - sweeps up unwanted items (nails etc.) | | H&S | O | | 500 |
| 29 Sanding Table | | | | | | | Add in equipment core list | | H&S | O | | 2,000 |
| 30 Band Saw | | | | | | | Add in equipment core list | | H&S | O | | 2,000 |
| 31 Disc Sander | | | | | | | Add in equipment core list | | H&S | O | | 800 |
| 32 Disc Sander | | | | | | | Add in equipment core list | | H&S | O | | 800 |
| HAZARDOUS MATERIALS | | | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | | | | |
| Properly Stored | | x | | | | | Full Review | | H&S | O | | 2,000 |
| Isolation | | x | | | | | Full Review | | H&S | O | | 2,000 |
| Ventilated Area | x | | | | | | | | H&S | C | - | |
| Electrical | x | | | | | | | | H&S | C | - | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | | | |
| Dust Collection Report | | x | | | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | 853 | |
| Dust Collection System | | x | | | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |
| Fire Resistive Enclosure | | x | | | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |
| Electrical | | x | | | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |
| Maintenance | | x | | | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |
| Housekeeping | | x | | | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |
| Return Air Duct | | x | | | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |
| FINISHING ROOM | | | | | | | | | | | | |
| Fire Resistive Enclosure | | x | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| Electrical | | x | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| Maintenance | | x | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| Housekeeping | | x | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| Ventilation | | x | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| Flammable Liquid Storage | | x | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| Engineering Fees | | | | | | | Engineering Fees | | H&S | | | 15,000 |
| Ventilation Upgrade | | | | | | | Ventilation Upgrade | | H&S | | | 150,000 |

| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | |
|---|---|-----|--|-----|---|---------|
| Safety Equipment | | | | | | |
| Eye Wash Station | | x | Lacks Standard testing of eye wash | H&S | O | 500 |
| Emergency Stop (3 min) | x | | | H&S | C | - |
| Gas cut off switch | x | | | H&S | C | - |
| Fire Extinguishers | x | | | H&S | C | - |
| Fire Blankets | x | | | H&S | C | - |
| Emergency Response Procedures | | x | Should be Reviewed | H&S | O | 1,000 |
| Intercom/Office Contact | x | | | H&S | C | - |
| First Aid Supplies | x | | | H&S | C | - |
| Eye Protection | | x | Should be Reviewed | H&S | O | 1,000 |
| Emergency Shower | | n/a | | | | |
| Protective Clothing | | x | Should be Reviewed | H&S | O | 5,000 |
| Hearing Protection | | x | Should be Reviewed | H&S | O | 1,000 |
| Engineering Fees | | | Engineering Fees | H&S | | 35,000 |
| Dust Collector Interlock | | | Install interlock to prevent equipment from operating if dust collection system not in operation | H&S | O | 2,000 |
| Remove all screws and shorten all flexible duct connections | | | | H&S | O | 7,000 |
| Balance system and secure all blast gates | | | | H&S | O | 4,000 |
| Conflaguration Zone Signage | | | Install Signage for conflaguration zone | H&S | O | 500 |
| Shop Signage - Equipment Instructions | | | Install Equipment and Safety Instructions for Equipment | H&S | O | 1,500 |
| | | | | | | |
| Replace Dust Collector | | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | H&S | O | 309,375 |
| Electrical Upgrades to Electrical Code | | | Update all electrical to ensure to Code | H&S | O | 30,000 |
| Safety Lines | | | Safety lines - painted for all equipment | H&S | O | 6,000 |
| Equipment Guards | | | | H&S | O | 5,000 |
| Completed Costs: | | | | | | 14,833 |
| Future Costs: | | | | | | 592,275 |

Cedar Hill Woodshop - Equipment Review

| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action - based on shop equipment list | Comment | Priority | Status (C-Complete / O - Outstanding) | | Completed \$\$ | Outstanding \$\$ |
|---------------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|---|---|----------|---|--|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | | | | |
| | | | | | | | | | | | | | |
| 1 Grinder | | x | x | | | x | Remove not in core | Removed | | C | | 100 | |
| 2 Lathe | | x | x | | | x | Remove not in core | | H&S | O | | | 500 |
| 3 Lathe | | x | x | | | x | Remove not in core | | H&S | O | | | 500 |
| 4 Mitre Saw | x | | x | | | x | Remain - teacher only | | H&S | C | | | |
| 5 Jointer | x | | x | | | x | Remain | New unit purchased | H&S | C | | 1,800 | |
| 6 Router Table | x | | x | | | x | Remain | New components purchased | H&S | C | | 1,518 | |
| 7 Band Saw | x | | x | | | x | Remain | | H&S | C | | | |
| 8 Sanding Saw | x | | x | | | x | Remove not in core | | H&S | O | | | 200 |
| 9 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | | 200 |
| 10 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | | 200 |
| 11 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | | 200 |
| 12 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | | 200 |
| 13 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | | 200 |
| 14 Disc Sander | x | | x | | | x | Remain | | H&S | C | | | |
| 15 Disc/Belt Sander | x | | x | | | x | Remain | New unit purchased | H&S | C | | 430 | |
| 16 Drill Press | x | | x | | | x | Remove not in core | | H&S | O | | | 200 |
| 17 Spindle Sander | x | | x | | | x | Remain | | H&S | C | | | |
| 18 Drill Press | x | | x | | | x | Remain | | H&S | C | | | |
| 19 Drill Press | x | | x | | | x | Remove not in core | | H&S | O | | | 200 |
| 20 Drill Press | x | | x | | | x | Remove not in core | | H&S | O | | | 200 |
| 21 Drill Press | x | | x | | | x | Remain | | H&S | C | | | |
| 22 Drill Press | x | | x | | | x | Remain | | H&S | C | | | |
| 23 Sanding Table | x | | x | | | x | Remain | | H&S | C | | | |
| 24 Planer | x | | x | | | x | Remain | | H&S | C | | 5,059 | |
| 25 Table Saw | x | | x | | | x | Remain - teacher only | Replaced with Saw Stop with outfeed table | H&S | C | | 6,920 | |
| 26 Mitre Saw | x | | x | | | x | Remove not in core | | H&S | O | | | 50 |
| 27 Floor Sweep | x | | x | | | x | Remove not in core | | H&S | O | | | 500 |
| 28 Band Saw | x | | x | | | x | Add in equipment core list | New unit purchased | H&S | C | | 1,900 | |
| 29 Scroll Saw | x | | x | | | x | Add in equipment core list | | H&S | O | | | 500 |
| 30 Disc Sander | x | | x | | | x | Add in equipment core list | New unit purchased | H&S | C | | 650 | 2,000 |
| 31 Vertical Belt Sander | x | | x | | | x | Add in equipment core list | New unit purchased | H&S | C | | 430 | 2,000 |
| HAZARDOUS MATERIALS | | | | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | | | | | |
| Properly Stored | | x | | | | | Full Review | | H&S | O | | | 2,000 |
| Isolation | | x | | | | | Full Review | | H&S | O | | | 2,000 |
| Ventilated Area | x | | | | | | | | H&S | C | | | |
| Electrical | x | | | | | | | | H&S | C | | | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | | | | |
| Dust Collection Report | | x | | | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | 853 | |
| Dust Collection System | | x | | | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | | | | |
| Fire Resistive Enclosure | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | | | | |
| Electrical | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | | | | |
| Maintenance | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | | | | |
| Housekeeping | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | | | | |
| Return Air Duct | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | | | | |
| FINISHING ROOM | | | | | | | | | | | | | |
| Fire Resistive Enclosure | | x | | | | | Full review for this area recommended | | H&S | O | | | 1,000 |
| Electrical | | x | | | | | Full review for this area recommended | | H&S | O | | | 1,000 |
| Maintenance | | x | | | | | Full review for this area recommended | | H&S | O | | | 1,000 |
| Housekeeping | | x | | | | | Full review for this area recommended | | H&S | O | | | 1,000 |
| Ventilation | | x | | | | | Full review for this area recommended | | H&S | O | | | 1,000 |
| Flammable Liquid Storage | | x | | | | | Full review for this area recommended | | H&S | O | | | 1,000 |

| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action - based on shop equipment list | Comment | Priority | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---|--------------|----------------|---------------------|----------------|------------------------------------|----------------|--|---------|----------|---|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | | | |
| Engineering Fees | | | | | | | Engineering Fees | | H&S | | | 15,000 |
| Ventilation Upgrade | | | | | | | Ventilation Upgrade | | H&S | | | 150,000 |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | | | |
| Safety Equipment | | | | | | | | | | | | |
| Eye Wash Station | | x | | | | | Lacks Standard testing of eye wash | | H&S | O | | 500 |
| Emergency Stop (3 min) | x | | | | | | | | H&S | C | - | |
| Gas cut off switch | x | | | | | | | | H&S | C | - | |
| Fire Extinguishers | x | | | | | | | | H&S | C | - | |
| Fire Blankets | x | | | | | | | | H&S | C | - | |
| Emergency Response Procedures | | x | | | | | Should be Reviewed | | H&S | O | | 1,000 |
| Intercom/Office Contact | x | | | | | | | | H&S | C | - | |
| First Aid Supplies | x | | | | | | | | H&S | C | - | |
| Eye Protection | | x | | | | | Should be Reviewed | | H&S | O | | 1,000 |
| Emergency Shower | | n/a | | | | | | | H&S | | | |
| Protective Clothing | | x | | | | | Should be Reviewed | | H&S | O | | 5,000 |
| Hearing Protection | | x | | | | | Should be Reviewed | | H&S | O | | 1,000 |
| Engineering Fees | | | | | | | Engineering Fees | | H&S | | | 35,000 |
| Dust Collector Interlock | | | | | | | Install interlock to prevent equipment from operating if dust collection system not in operation | | H&S | O | | 2,000 |
| Remove all screws and shorten all flexible duct connections | | | | | | | | | H&S | O | | 7,000 |
| Balance system and secure all blast gates | | | | | | | | | H&S | O | | 4,000 |
| Conflaguration Zone Signage | | | | | | | Install Signage for conflaguration zone | | H&S | O | | 500 |
| Shop Signage - Equipment Instructions | | | | | | | Install Equipment and Safety Instructions for Equipment | | H&S | O | | 1,500 |
| Replace Dust Collector | | | | | | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | | H&S | O | | 228,250 |
| Electrical Upgrades to Electrical Code | | | | | | | Update all electrical to ensure to Code | | H&S | O | | 30,000 |
| Safety Lines | | | | | | | Safety lines - painted for all equipment | | H&S | O | | 6,000 |
| Equipment Guards | | | | | | | | | H&S | O | | 5,000 |
| Completed Costs: | | | | | | | | | | | 19,660 | |
| Future Costs: | | | | | | | | | | | | 510,600 |

| Central Woodshop - Equipment Review | | | | | | | | | | | | | |
|---------------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|---------------------------------------|---|--------------------------------------|---------------------------------|---|----------------|------------------|
| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action - based on shop equipment list | Comment | Priority | Status | | Completed \$\$ | Outstanding \$\$ |
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | (C-Complete / O - Outstanding) | | | |
| | | | | | | | | | | | | | |
| 1 Mitre Saw | | x | x | | | x | Remain - teacher only | | H&S | C | | | |
| 2 Router Table | | x | x | | | x | Remain | New components purchased | H&S | C | | 1,518 | |
| 3 Grinder | | x | x | | | x | Remove not in core | Removed | H&S | C | | 100 | |
| 4 Lathe | x | | x | | | x | Remove not in core | | H&S | O | | | 500 |
| 5 Lathe | x | | x | | | x | Remove not in core | | H&S | O | | | 500 |
| 6 Table Saw | x | | x | | | x | Remain - teacher only | Replaced with Saw stop with outfeed table | H&S | C | | 6,920 | |
| 7 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | | 200 |
| 8 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | | 200 |
| 9 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | | 200 |
| 10 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | | 200 |
| 11 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | | 200 |
| 12 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | | 200 |
| 13 Scroll Saw | x | | x | | | x | Remove not in core | | H&S | O | | | 50 |
| 14 Scroll Saw | x | | x | | | x | Remove not in core | | H&S | O | | | 50 |
| 15 Scroll Saw | x | | x | | | x | Remove not in core | Complete-Replaced with Saw Stop | H&S | O | | | 50 |
| 16 Scroll Saw | x | | x | | | x | Remove not in core | | H&S | O | | | 50 |
| 17 Scroll Saw | x | | x | | | x | Remove not in core | | H&S | O | | | 50 |
| 18 Disc/Belt Sander | x | | x | | | x | Remove not in core | | H&S | O | | | 50 |
| 19 Sanding Table | x | | x | | | x | Remain | | H&S | C | | | 50 |
| 20 Planer | x | | x | | | x | Remain | | H&S | C | | | |
| 21 Jointer | x | | x | | | x | Remain | | H&S | C | | | |
| 22 Disc/Belt Sander | x | | x | | | x | Remain | New edge sander purchased | H&S | C | | 1,200 | |
| 23 Disc Sander | x | | x | | | x | Remain | New unit purchased | H&S | C | | 650 | |
| 24 Disc/Belt Sander | | x | x | | | x | Remain | New vertical sander purchased | H&S | C | | 1,600 | |
| 25 Spindle Sander | x | | x | | | x | Remain | | H&S | C | | | |
| 26 Band Saw | x | | x | | | x | Remain | | H&S | C | | | |
| 27 Drill Press | x | | x | | | x | Remove not in core | | H&S | O | | | 50 |
| 28 Drill Press | x | | x | | | x | Remain | New unit purchased | H&S | C | | 950 | |
| 29 Drill Press | x | | x | | | x | Remain | | H&S | C | | | |
| 30 Drill Dress | x | | x | | | x | Remain | | H&S | C | | | |
| 31 Band Saw | x | | x | | | x | Add in equipment core list | | H&S | O | | 1,900 | |
| 32 Disc Sander | x | | x | | | x | Add in equipment core list | | H&S | O | | | 800 |
| HAZARDOUS MATERIALS | | | | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | | | | | |
| Properly Stored | | x | | | | | | Full Review | | H&S | O | | 2,000 |
| Isolation | | x | | | | | | Full Review | | H&S | O | | 2,000 |
| Ventilated Area | x | | | | | | | | | | | | |
| Electrical | x | | | | | | | | | | | | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | | | | |
| Dust Collection Report | | x | | | | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | 853 |
| Dust Collection System | | x | | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Fire Resistive Enclosure | | x | | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Electrical | | x | | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Maintenance | | x | | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Housekeeping | | x | | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Return Air Duct | | x | | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| FINISHING ROOM | | | | | | | | | | | | | |
| Fire Resistive Enclosure | | x | | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| Electrical | | x | | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| Maintenance | | x | | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| Housekeeping | | x | | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| Ventilation | | x | | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| Flammable Liquid Storage | | x | | | | | | Full review for this area recommended | | H&S | O | | 1,000 |

| | | | | | |
|---|-----|--|-----|---|---------|
| Engineering Fees | | Engineering Fees | H&S | O | 15,000 |
| Ventilation Upgrade | | Ventilation Upgrade | H&S | O | 150,000 |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | |
| Safety Equipment | | | | | |
| Eye Wash Station | x | Lacks Standard testing of eye wash | H&S | O | 500 |
| Emergency Stop (3 min) | x | | H&S | C | - |
| Gas cut off switch | x | | H&S | C | - |
| Fire Extinguishers | x | | H&S | C | - |
| Fire Blankets | x | | H&S | C | - |
| Emergency Response Procedures | x | Should be Reviewed | H&S | O | 1,000 |
| Intercom/Office Contact | x | | H&S | C | - |
| First Aid Supplies | x | | H&S | C | - |
| Eye Protection | x | Should be Reviewed | H&S | O | 1,000 |
| Emergency Shower | n/a | | H&S | | |
| Protective Clothing | x | Should be Reviewed | H&S | O | 5,000 |
| Hearing Protection | x | Should be Reviewed | H&S | O | 1,000 |
| Engineering Fees | | Engineering Fees | H&S | O | 35,000 |
| Dust Collector Interlock | | Install interlock to prevent equipment from operating if dust collection system not in operation | H&S | O | 2,000 |
| Remove all screws and shorten all flexible duct connections | | | H&S | O | 7,000 |
| Balance system and secure all blast gates | | | H&S | O | 4,000 |
| Conflaguration Zone Signage | | Install Signage for conflaguration zone | H&S | O | 500 |
| Shop Signage - Equipment Instructions | | Install Equipment and Safety Instructions for Equipment | H&S | O | 1,500 |
| Replace Dust Collector | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | H&S | O | 311,850 |
| Electrical Upgrades to Electrical Code | | Update all electrical to ensure to Code | H&S | O | 30,000 |
| Safety Lines | | Safety lines - painted for all equipment | H&S | O | 6,000 |
| Equipment Guards | | | | | 5,000 |

Completed Costs:15,691

Future Costs:589,750

Colquitz Woodshop - Equipment Review

| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action - based on shop equipment list | Comment | Priority | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---|--------------|----------------|---------------------|----------------|------------------------------------|----------------|---|---|----------|---|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | | | |
| | | | | | | | | | | | | |
| 1 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | 200 |
| 2 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | 200 |
| 3 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | 200 |
| 4 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | 200 |
| 5 Scroll Saw | x | | x | | | x | Remove not in core | | H&S | O | | 50 |
| 6 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | 200 |
| 7 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | 200 |
| 8 Squaring Shear | x | | x | | | x | Remove not in core | Removed | H&S | C | 100 | |
| 9 Lathe | | x | x | | | x | Remove not in core | | H&S | O | | 500 |
| 10 Lathe | | x | x | | | x | Remove not in core | | H&S | O | | 500 |
| 11 Spindle Sander | x | | x | | | x | Remain | | H&S | C | | |
| 12 Disc Sander | | x | x | | | x | Remain | | H&S | C | | |
| 13 Disc Sander | x | | x | | | x | Remain | New Unit purchased | H&S | C | 650 | |
| 14 Band Saw | x | | x | | | x | Remain | New Unit purchased | H&S | C | 1,899 | |
| 15 Band Saw | x | | x | | | x | Remain | New Unit purchased | H&S | C | 1,899 | |
| 16 Horizontal Belt Sander | x | | x | | | x | Remain | | H&S | C | | |
| 17 Jointer | x | | x | | | x | Remain | | H&S | C | | |
| 18 Mitre Saw | x | | x | | | x | Remain - Teacher only | | H&S | C | | |
| 19 Mitre Saw | x | | x | | | x | Remove not in core | | H&S | O | | 50 |
| 20 Planer | x | | x | | | x | Remain | | H&S | C | | |
| 21 Table Saw | x | | x | | | x | Remain - Teacher only | Replaced with Saw Stop with outfeed table | H&S | C | 6,920 | |
| 22 Router Table | x | | x | | | x | Remain | New components purchased | H&S | C | 1,518 | |
| 23 Drill Press | x | | x | | | x | Remain | | H&S | C | | |
| 24 Drill Press | | x | x | | | x | Remain | | H&S | C | | |
| 25 Drill Press | x | | x | | | x | Remain | | H&S | C | | |
| 26 Sanding Table | x | | x | | | x | Remain | | H&S | C | | |
| 27 Grinder | | x | x | | | x | Remove not in core | | H&S | C | 100 | |
| 28 Floor Sweep | x | | x | | | x | Remove not in core | | H&S | O | | 500 |
| 29 Vertical Belt Sander | x | | x | | | x | Add | Unit Purchased | H&S | O | 1,599 | |
| Sharp Metal Lathe | | | | | | | Remove not in core | | H&S | C | 100 | |
| Grinder/Wire Brush | | | | | | | Remove not in core | | H&S | C | 100 | |
| HAZARDOUS MATERIALS | | | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | | | | |
| Properly Stored | | x | | | | | Full Review | | H&S | O | | 2,000 |
| Isolation | | x | | | | | Full Review | | H&S | O | | 2,000 |
| Ventilated Area | x | | | | | | | | H&S | C | | |
| Electrical | x | | | | | | | | H&S | C | | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | | | |
| Dust Collection Report | | x | | | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | 853 | |
| Dust Collection System | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Fire Resistive Enclosure | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Electrical | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Maintenance | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Housekeeping | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Return Air Duct | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| FINISHING ROOM | | | | | | | | | | | | |
| Fire Resistive Enclosure | | x | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| Electrical | | x | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| Maintenance | | x | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| Housekeeping | | x | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| Ventilation | | x | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| Flammable Liquid Storage | | x | | | | | Full review for this area recommended | | H&S | O | | 1,000 |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | | | |
| Safety Equipment | | | | | | | | | | | | |

| | | | | | |
|---|-----|--|-----|---|---------|
| Eye Wash Station | x | Lacks Standard testing of eye wash | H&S | O | 500 |
| Emergency Stop (3 min) | x | | H&S | C | - |
| Gas cut off switch | x | | H&S | C | - |
| Fire Extinguishers | x | | H&S | C | - |
| Fire Blankets | x | | H&S | C | - |
| Emergency Response Procedures | x | Should be Reviewed | H&S | O | 1,000 |
| Intercom/Office Contact | x | | H&S | C | - |
| First Aid Supplies | x | | H&S | C | - |
| Eye Protection | x | Should be Reviewed | H&S | O | 1,000 |
| Emergency Shower | n/a | | H&S | | |
| Protective Clothing | x | Should be Reviewed | H&S | O | 5,000 |
| Hearing Protection | x | Should be Reviewed | H&S | O | 1,000 |
| Engineering Fees | | Engineering Fees | H&S | O | 35,000 |
| Dust Collector Interlock | | Install interlock to prevent equipment from operating if dust collection system not in operation | H&S | O | 2,000 |
| Remove all screws and shorten all flexible duct connections | | | H&S | O | 7,000 |
| Balance system and secure all blast gates | | | H&S | O | 4,000 |
| Conflaguration Zone Signage | | Install Signage for conflaguration zone | H&S | O | 500 |
| Shop Signage - Equipment Instructions | | Install Equipment and Safety Instructions for Equipment | H&S | O | 1,500 |
| Replace Dust Collector | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | H&S | O | 325,820 |
| Electrical Upgrades to Electrical Code | | Update all electrical to ensure to Code | H&S | O | 30,000 |
| Safety Lines | | Safety lines - painted for all equipment | H&S | O | 6,000 |
| Equipment Guards | | | H&S | | 5,000 |
| Completed Costs: | | | | | 15,738 |
| Future Costs: | | | | | 438,120 |

| Esquimalt Woodshop - Equipment Review | | | | | | | | | | | | | |
|---------------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|---|---|----------|---|----------------|------------------|--|
| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action - based on shop equipment list | Comment | Priority | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ | |
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | | | | |
| | | | | | | | | | | | | | |
| 1 Drill Press | x | | x | | | x | Remain | | H&S | O | | 200 | |
| 2 Drill Press | x | | x | | | x | Remain | | H&S | C | | | |
| 3 Drill Press | x | | x | | | x | Remove not in core | | H&S | O | | 200 | |
| 4 Drill Press | x | | x | | | x | Remove not in core | | H&S | O | | 200 | |
| 5 Drill Press | x | | x | | | x | Remove not in core | | H&S | O | | 200 | |
| 6 Drill Press | x | | x | | | x | Remain | | H&S | C | | | |
| 7 Mortiser | x | | x | | | x | Remove not in core | | H&S | O | | 200 | |
| 8 Mortiser | x | | x | | | x | Remain | | H&S | C | | | |
| 9 Spindle Sander | x | | x | | | x | Remain | | H&S | C | | | |
| 10 Spindle Sander | x | | x | | | x | Remove not in core | | H&S | O | | 200 | |
| 11 Spindle Sander | x | | x | | | x | Remove not in core | | H&S | O | | 200 | |
| 12 Mitre Saw | | x | x | | | x | Remain | | H&S | C | | | |
| 13 Mitre Saw | x | | x | | | x | Remain | | H&S | C | | | |
| 14 Mitre Saw | x | | x | | | x | Remove not in core | | H&S | O | | 200 | |
| 15 Lathe | | x | x | | | x | Remain | | H&S | C | | | |
| 16 Lathe | | x | x | | | x | Remain | | H&S | C | | | |
| 17 Lathe | | x | x | | | x | Remain | | H&S | C | | | |
| 18 Lathe | | x | x | | | x | Remain | | H&S | C | | | |
| 19 Disc Sander | x | | x | | | x | Remain | | H&S | C | | | |
| 20 Grinder | | x | x | | | x | Remove not in core | | H&S | C | 100 | | |
| 21 Scroll Saw | x | | x | | | x | Remain | | H&S | O | - | 200 | |
| 22 Router Table | x | | x | | | x | Remain | | H&S | C | - | | |
| 23 Band Saw | x | | x | | | x | Remain | | H&S | C | - | | |
| 24 Band Saw | x | | x | | | x | Remain | | H&S | C | - | | |
| 25 Table Saw | x | | x | | | x | Remain | Replaced with saw stop with outfeed table | H&S | C | 6,920 | | |
| 26 Table Saw | x | | x | | | x | Remain | Replaced with saw stop. | H&S | C | 6,405 | | |
| 27 Jointer | x | | x | | | x | Remain | | H&S | C | - | | |
| 28 Planer | x | | x | | | x | Remain | | H&S | C | | | |
| 29 Disc/Belt Sander | x | | x | | | x | Remain | | H&S | C | | | |
| 30 Floor Sweep | | | | | | | Remove not in core | | H&S | O | | 500 | |
| 31 Vertical Belt Sander | x | | x | | | x | Add in equipment core list | | H&S | O | 430 | | |
| 32 Disc Sander | x | | x | | | x | Add in equipment core list | | H&S | O | 650 | | |
| 33 Scroll Saw | x | | x | | | x | Add in equipment core list | | H&S | O | | 250 | |
| 34 Scroll Saw | x | | x | | | x | Add in equipment core list | | H&S | O | | 250 | |
| 35 Jointer | x | | x | | | x | Add in equipment core list | | H&S | O | | 3,000 | |
| 36 Planer | x | | x | | | x | Add in equipment core list | | H&S | O | 5,399 | | |
| 37 Sanding Table | x | | x | | | x | Add in equipment core list | | H&S | O | | 3,000 | |
| HAZARDOUS MATERIALS | | | | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | | | | | |
| Properly Stored | | x | | | | | Full Review | | H&S | O | | 2,000 | |
| Isolation | | x | | | | | Full Review | | H&S | O | | 2,000 | |
| Ventilated Area | x | | | | | | | | H&S | C | | | |
| Electrical | x | | | | | | | | H&S | C | | | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | | | | |
| Dust Collection Report | | x | | | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | 853 | | |
| Dust Collection System | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | | |
| Fire Resistive Enclosure | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | | |
| Electrical | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | | |
| Maintenance | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | | |
| Housekeeping | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | | |
| Return Air Duct | | x | | | | | Draw concerns and hose connections. Full review recommended | | H&S | C | | | |
| FINISHING ROOM | | | | | | | | | | | | | |
| Fire Resistive Enclosure | Satisfactory | Unsatisfactory | | | | | Full review for this area recommended | | H&S | O | | 1,000 | |

| | | | | | |
|---|-----|--|-----|---|---------|
| Electrical | x | Full review for this area recommended | H&S | O | 1,000 |
| Maintenance | x | Full review for this area recommended | H&S | O | 1,000 |
| Housekeeping | x | Full review for this area recommended | H&S | O | 1,000 |
| Ventilation | x | Full review for this area recommended | H&S | O | 1,000 |
| Flammable Liquid Storage | x | Full review for this area recommended | H&S | O | 1,000 |
| Engineering Fees | | Engineering Fees | H&S | O | 15,000 |
| Ventilation Upgrade | | Ventilation Upgrade | H&S | O | 150,000 |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | |
| Safety Equipment | | | | | |
| Eye Wash Station | x | Lacks Standard testing of eye wash | H&S | O | 500 |
| Emergency Stop (3 min) | x | | H&S | C | - |
| Gas cut off switch | x | | H&S | C | - |
| Fire Extinguishers | x | | H&S | C | - |
| Fire Blankets | x | | H&S | C | - |
| Emergency Response Procedures | x | Should be Reviewed | H&S | O | 1,000 |
| Intercom/Office Contact | x | | H&S | C | - |
| First Aid Supplies | x | | H&S | C | - |
| Eye Protection | x | Should be Reviewed | H&S | O | 1,000 |
| Emergency Shower | n/a | | H&S | | |
| Protective Clothing | x | Should be Reviewed | H&S | O | 5,000 |
| Hearing Protection | x | Should be Reviewed | H&S | O | 1,000 |
| Engineering Fees | | Engineering Fees | H&S | O | 45,000 |
| Dust Collector Interlock | | Install interlock to prevent equipment from operating if dust collection system not in operation | H&S | O | 2,000 |
| Remove all screws and shorten all flexible duct connections | | | H&S | O | 7,000 |
| Balance system and secure all blast gates | | | H&S | O | 4,000 |
| Conflaguration Zone Signage | | Install Signage for conflaguration zone | H&S | O | 500 |
| Shop Signage - Equipment Instructions | | Install Equipment and Safety Instructions for Equipment | H&S | O | 1,500 |
| Replace Dust Collector | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | H&S | O | 463,320 |
| Electrical Upgrades to Electrical Code | | Update all electrical to ensure to Code | H&S | O | 30,000 |
| Safety Lines | | Safety lines - painted for all equipment | H&S | O | 6,000 |
| Equipment Guards | | | H&S | O | 5,000 |
| Completed Costs: | | | | | 20,757 |
| Future Costs: | | | | | 756,620 |

| Glanford Woodshop - Equipment Review | | | | | | | | | | | | | | |
|---|--------------|----------------|---------------------|----------------|-------------------------|----------------|---------------------------------------|--|----------|---------------------------------|-------|----------------|------------------|--|
| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non | | Action - based on shop equipment list | Comment | Priority | Status | | Completed \$\$ | Outstanding \$\$ | |
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | (C-Complete / O - Outstanding) | | | | |
| | | | | | | | | | | | | | | |
| 1 Planer | x | | x | | | x | Remain | Replaced with saw stop and outfeed table | H&S | C | | | | |
| 2 Table Saw | x | | x | | | x | Teacher only | | H&S | C | 6,920 | | | |
| 3 Jointer | x | | x | | | x | Remain | | H&S | C | | | | |
| 4 Scroll Saw | x | | x | | | x | Remain | | H&S | O | - | 200 | | |
| 5 Scroll Saw | x | | x | | | x | Remain | | H&S | O | - | 200 | | |
| 6 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | 200 | | |
| 7 Scroll Saw | x | | x | | | x | Remain | | H&S | O | | 200 | | |
| 8 Band Saw | x | | x | | | x | Remain | New unit purchased | H&S | C | 1,900 | | | |
| 9 Router Table | x | | x | | | x | Remain | New components purchased | H&S | C | 1,518 | | | |
| 10 Horizontal Belt Sander | x | | x | | | x | Remain | | H&S | C | | | | |
| 11 Drill Press | x | | x | | | x | Remain | New unit purchased | H&S | C | 530 | | | |
| 12 Drill Press | | x | x | | | x | Remain | New unit purchased | H&S | C | 530 | | | |
| 13 Drill Press | x | | x | | | x | Remove not in core | | H&S | O | - | 200 | | |
| 14 Drill Press | x | | x | | | x | Remove not in core | | H&S | O | - | 200 | | |
| 15 Drill Press | x | | x | | | x | Remain | Complete-Replaced with Saw Stop | H&S | C | | | | |
| 16 Midi Lathe | | x | x | | | x | Remove not in core | | H&S | O | - | 500 | | |
| 17 Midi Lathe | | x | x | | | x | Remove not in core | | H&S | O | | 500 | | |
| 18 Disc Sander | x | | x | | | x | Remain | | H&S | C | - | | | |
| 19 Spindle Sander | x | | x | | | x | Remain | | H&S | C | | | | |
| 20 Mitre Saw | x | | x | | | x | Teacher only | Stand purchased | H&S | C | 290 | | | |
| 21 Scroll Saw | x | | x | | | x | Add in equiment core list | | H&S | O | - | 250 | | |
| 22 Scroll Saw | x | | x | | | x | Add in equiment core list | | H&S | O | - | 250 | | |
| 23 Vertical Belt Sander | x | | x | | | x | Add in equiment core list | | H&S | O | - | 900 | | |
| 24 Disc Sander | x | | x | | | x | Add in equiment core list | | H&S | C | 650 | | | |
| 25 Band Saw | x | | x | | | x | Add in equiment core list | | H&S | O | - | 2,000 | | |
| 26 Sanding Table | x | | x | | | x | Add in equiment core list | | H&S | O | - | 3,000 | | |
| 27 Grinder | | x | x | | | x | Remove | | H&S | C | 100 | | | |
| HAZARDOUS MATERIALS | | | | | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | Full Review | H&S | O | | | | |
| Properly Stored | | x | | | | | | | | | | | | |
| Isolation | | x | | | | | | | | | | | | |
| Ventilated Area | x | | | | | | | | H&S | C | | | | |
| Electrical | x | | | | | | | | H&S | C | | | | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | | | | | |
| Dust Collection Report | | x | | | | | | Full Review Completed-see cost below | H&S | C | | | | |
| Dust Collection System | | x | | | | | | | | | | | | |
| Fire Resistive Enclosure | | x | | | | | | | | | | | | |
| Electrical | | x | | | | | | | | | | | | |
| Maintenance | | x | | | | | | | | | | | | |
| Housekeeping | | x | | | | | | | | | | | | |
| Return Air Duct | | x | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| FINISHING ROOM | Satisfactory | Unsatisfactory | | | | | | | | | | | | |
| Fire Resistive Enclosure | | x | | | | | | Full review for this area recommended | H&S | O | | | | |
| Electrical | | x | | | | | | Full review for this area recommended | H&S | O | | | | |
| Maintenance | | x | | | | | | Full review for this area recommended | H&S | O | | | | |
| Housekeeping | | x | | | | | | Full review for this area recommended | H&S | O | | | | |
| Ventilation | | x | | | | | | Full review for this area recommended | H&S | O | | | | |
| Flammable Liquid Storage | | x | | | | | | Full review for this area recommended | H&S | O | | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | | | | | |
| Safety Equipment | | | | | | | | | | | | | | |
| Eye Wash Station | | x | | | | | | Lacks Standard testing of eye wash | H&S | O | | | | |
| Emergency Stop (3 min) | x | | | | | | | | H&S | C | - | | | |
| Gas cut off switch | x | | | | | | | | H&S | C | - | | | |
| Fire Extinguishers | x | | | | | | | | H&S | C | - | | | |

| | | | | | | | |
|---|---|-----|--|-----|---|-------------------------|----------------|
| Fire Blankets | x | | | H&S | C | - | |
| Emergency Response Procedures | | x | Should be Reviewed | H&S | O | | 1,000 |
| Intercom/Office Contact | x | | | H&S | C | - | |
| First Aid Supplies | x | | | H&S | C | - | |
| Eye Protection | | x | Should be Reviewed | H&S | O | | 1,000 |
| Emergency Shower | | n/a | | | | | |
| Protective Clothing | | x | Should be Reviewed | H&S | O | | 5,000 |
| Hearing Protection | | x | Should be Reviewed | H&S | O | | 1,000 |
| Engineering Fees | | | Engineering Fees | H&S | O | | 35,000 |
| | | | Install interlock to prevent equipment from operating if dust collection system not in operation | | | | |
| Dust Collector Interlock | | | | H&S | O | | 2,000 |
| Remove all screws and shorten all flexible duct connections | | | | H&S | O | | 7,000 |
| Balance system and secure all blast gates | | | | H&S | O | | 4,000 |
| Conflaguration Zone Signage | | | Install Signage for conflaguration zone | H&S | O | | 500 |
| Shop Signage - Equipment Instructions | | | Install Equipment and Safety Instructions for Equipment | H&S | O | | 1,500 |
| | | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | | | | |
| Replace Dust Collector | | | | H&S | O | 32,512 | 303,930 |
| Electrical Upgrades to Electrical Code | | | Update all electrical to ensure to Code | | O | | 30,000 |
| Safety Lines | | | Safety lines - painted for all equipment | H&S | O | | 6,000 |
| Equipment Guards | | | | H&S | O | | 5,000 |
| | | | | | | Completed Costs: | 45,803 |
| | | | | | | Future Costs: | 422,030 |

| Gordon Head Woodshop - Equipment Review | | | | | | | | | |
|---|--------------|----------------|-------------|---|---|----------|---------------------------------|----------------|------------------|
| Equipment | Guards | | Recommended | Action - based on shop equipment list | Comment | Priority | Status | Completed \$\$ | Outstanding \$\$ |
| | Satisfactory | Unsatisfactory | Spacing | | | | (C-Complete / O - Outstanding) | | |
| 1 Planer | x | | x | Remain | | H&S | C | | |
| 2 Table Saw | x | | x | Remain - Teacher only | Replaced with saw stop with outfeed table | H&S | C | 6,920 | |
| 3 Jointer | x | | x | Remain | | H&S | C | | |
| 4 Scroll Saw | x | | x | Remain | | H&S | C | - | 200 |
| 5 Scroll Saw | x | | x | Remain | | H&S | C | - | 200 |
| 6 Scroll Saw | x | | x | Remain | | H&S | C | | 200 |
| 7 Scroll Saw | x | | x | Remain | | H&S | C | | 200 |
| 8 Band Saw | x | | x | Remain | | H&S | C | | |
| 9 Router Table | x | | x | Remain | Components replaced | H&S | C | 1,518 | |
| 10 Horizontal Belt Sander | x | | x | Remain | | H&S | C | | |
| 11 Drill Press | x | | x | Remain | | H&S | C | | |
| 12 Drill Press | | x | x | Remain | | H&S | C | - | |
| 13 Drill Press | x | | x | Remove not in core | | H&S | O | - | 50 |
| 14 Drill Press | x | | x | Remove not in core | | H&S | O | - | 50 |
| 15 Drill Press | x | | x | Remain | | H&S | C | | |
| 16 Midi Lathe | | x | x | Remove not in core | | H&S | O | - | 500 |
| 17 Midi Lathe | | x | x | Remove not in core | | H&S | O | | 500 |
| 18 Disc Sander | x | | x | Remain | | H&S | C | - | |
| 19 Spindle Sander | x | | x | Remain | | H&S | C | | 50 |
| 20 Mitre Land | x | | x | Remain - Teacher only | | H&S | C | - | |
| 21 Scroll Saw | x | | x | Add in equipment core list | No physical room | H&S | O | - | |
| 22 Scroll Saw | x | | x | Add in equipment core list | No physical room | H&S | O | - | |
| 23 Vertical Belt Sander | x | | x | Add in equipment core list | No physical room | H&S | O | - | |
| 24 Disc Sander | x | | x | Add in equipment core list | No physical room | H&S | O | - | |
| 25 Band Saw | x | | x | Add in equipment core list | No physical room | H&S | O | - | |
| 26 Sanding Table | x | | x | Add in equipment core list | No physical room | H&S | O | - | |
| 27 Grinder | | x | x | | | H&S | C | 100 | |
| HAZARDOUS MATERIALS | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | |
| Properly Stored | | x | | Full Review | | H&S | O | | 2,000 |
| Isolation | | x | | Full Review | | H&S | O | | 2,000 |
| Ventilated Area | x | | | | | H&S | C | - | |
| Electrical | x | | | | | H&S | C | - | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | |
| Dust Collection Report | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | 853 | |
| Dust Collection System | | x | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Fire Resistive Enclosure | | x | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Electrical | | x | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Maintenance | | x | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Housekeeping | | x | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Return Air Duct | | x | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| FINISHING ROOM | | | | | | | | | |
| Fire Resistive Enclosure | | x | | Full review for this area recommended | | H&S | O | | 1,000 |
| Electrical | | x | | Full review for this area recommended | | H&S | O | | 1,000 |

| | | | | | |
|--------------------------|---|---------------------------------------|-----|---|-------|
| Maintenance | x | Full review for this area recommended | H&S | O | 1,000 |
| Housekeeping | x | Full review for this area recommended | H&S | O | 1,000 |
| Ventilation | x | Full review for this area recommended | H&S | O | 1,000 |
| Flammable Liquid Storage | x | Full review for this area recommended | H&S | O | 1,000 |

PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION)

| | | | | | |
|---|-----|--|-----|---|---------|
| Safety Equipment | | | | | |
| Eye Wash Station | x | Lacks Standard testing of eye wash | H&S | O | 500 |
| Emergency Stop (3 min) | x | | H&S | C | - |
| Gas cut off switch | x | | H&S | C | - |
| Fire Extinguishers | x | | H&S | C | - |
| Fire Blankets | x | | H&S | C | - |
| Emergency Response Procedures | x | Should be Reviewed | H&S | O | 1,000 |
| Intercom/Office Contact | x | | H&S | C | - |
| First Aid Supplies | x | | H&S | C | - |
| Eye Protection | x | Should be Reviewed | H&S | O | 1,000 |
| Emergency Shower | n/a | | H&S | | |
| Protective Clothing | x | Should be Reviewed | H&S | O | 5,000 |
| Hearing Protection | x | Should be Reviewed | H&S | O | 1,000 |
| Engineering Fees | | Engineering Fees | H&S | C | 15,000 |
| Dust Collector Interlock | | Install interlock to prevent equipment from operating if dust collection system not in operation | H&S | C | |
| Remove all screws and shorten all flexible duct connections | | | H&S | C | |
| Balance system and secure all blast gates | | | H&S | C | |
| Conflaguration Zone Signage | | Install Signage for conflaguration zone | H&S | O | 500 |
| Shop Signage - Equipment Instructions | | Install Equipment and Safety Instructions for Equipment | H&S | O | 1,500 |
| Replace Dust Collector | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | H&S | C | 197,862 |
| Electrical Upgrades to Electrical Code | | Update all electrical to ensure to Code | | O | 10,000 |
| Safety Lines | | Safety lines - painted for all equipment | H&S | O | 6,000 |
| Equipment Guards | | | H&S | O | 2,500 |

Completed Costs:222,253

Future Costs:40,950

| Lambrick Park Woodshop - Equipment Review | | | | | | | | | |
|---|--------------|----------------|---------------------|---------------------------------------|---|----------|---|----------------|------------------|
| Equipment | Guards | | Recommended Spacing | Action - based on shop equipment list | Comment | Priority | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
| | Satisfactory | Unsatisfactory | Satisfactory | | | | | | |
| 1 Grinder | x | | x | Remove not in core | Removed | H&S | C | 100 | |
| 2 Mortiser | x | | x | Remain | | H&S | C | | |
| 3 Drill Press | x | | x | Remain | | H&S | C | | |
| 4 Drill Press | x | | x | Remain | | H&S | C | - | |
| 5 Lathe | | x | x | Remain | | H&S | C | - | |
| 6 Lathe | | x | x | Remain | | H&S | C | | |
| 7 Lathe | | x | x | Remain | | H&S | C | | |
| 8 Thickness Sander | x | | x | Remain | | H&S | C | | |
| 9 Table Saw | x | | x | Remain | | H&S | C | 6,405 | |
| 10 Table Saw | x | | x | Remove not in core | | H&S | C | | |
| 11 Band Saw | x | | x | Remain | | H&S | C | | |
| 12 Spindle Sander | x | | x | Relocate | | H&S | O | - | 50 |
| 13 Jointer | | x | x | Relocate | | H&S | O | - | 100 |
| 14 Router Table | x | | x | Remain | | H&S | C | - | |
| 15 Jointer | x | | x | Relocate | | H&S | O | | 100 |
| 16 Scroll Saw | x | | x | Relocate | | H&S | O | - | 50 |
| 17 Router Table | x | | x | Remove not in core | | H&S | O | | 100 |
| 18 Planer | x | | x | Remain | | H&S | C | - | |
| 19 Table Saw | x | | x | Remain | Replaced with saw stop with outfeed table | H&S | C | 6,920 | |
| 20 CNC Router | x | | x | Remove not in core | To leave in place for program-not working | H&S | O | 13,000 | |
| 21 Mitre Saw | x | | x | Remain | | H&S | C | - | |
| 22 Disk Sander | x | | x | Remain | | H&S | C | - | |
| 23 Scroll Saw | x | | x | Relocate | | H&S | O | - | 250 |
| 24 Scroll Saw | x | | x | Relocate | | H&S | O | - | 250 |
| 25 Mitre Saw | x | | x | Relocate | | H&S | O | - | 50 |
| 26 Floor Sweep | x | | x | Remove not in core | | H&S | O | - | 500 |
| 27 Floor Sweep | x | | x | Remove not in core | | H&S | O | | 500 |
| 28 Scroll Saw | x | | x | Remove not in core | | H&S | O | | 200 |
| 29 Disc Sander | | x | x | Add in equipment core list | Purchased unit | H&S | O | 650 | |
| 30 Vertical Belt Sander | x | | x | Add in equipment core list | | H&S | O | | |
| 31 Vertical Belt Sander | x | | x | Add in equipment core list | Purchased combo vertical disc/belt sander | H&S | O | 1,599 | |
| 32 Planer | x | | x | Add in equipment core list | | H&S | O | | |
| 33 Lathe | x | | x | Add in equipment core list | | H&S | O | | |
| 34 Sanding Table | x | | x | Add in equipment core list | | H&S | O | | |
| 35 Band Saw | x | | x | Add in equipment core list | Purchased unit | H&S | C | 1,899 | |
| 36 Drill Press | x | | x | Add in equipment core list | | H&S | O | | |
| 37 Cutting Table | | x | | Remain | Unit Purchased | H&S | C | 1,965 | |
| HAZARDOUS MATERIALS | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | |
| Properly Stored | | x | | Full Review | | H&S | O | | 2,000 |
| Isolation | | x | | Full Review | | H&S | O | | 2,000 |
| Ventilated Area | x | | | | | H&S | C | - | |
| Electrical | x | | | | | H&S | C | - | |

| VENTILATION / DUST COLLECTION SYSTEMS | | Satisfactory | Unsatisfactory | | | | | |
|---|--|--------------|--|--------------------------------------|-----|---|---------|--|
| Dust Collection Report | | x | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | 853 | |
| Dust Collection System | | x | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Fire Resistive Enclosure | | x | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Electrical | | x | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Maintenance | | x | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Housekeeping | | x | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Return Air Duct | | x | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| | | | | | | | | |
| FINISHING ROOM | | Satisfactory | Unsatisfactory | | | | | |
| Fire Resistive Enclosure | | x | Full review for this area recommended | | H&S | O | 1,000 | |
| Electrical | | x | Full review for this area recommended | | H&S | O | 1,000 | |
| Maintenance | | x | Full review for this area recommended | | H&S | O | 1,000 | |
| Housekeeping | | x | Full review for this area recommended | | H&S | O | 1,000 | |
| Ventilation | | x | Full review for this area recommended | | H&S | O | 1,000 | |
| Flammable Liquid Storage | | x | Full review for this area recommended | | H&S | O | 1,000 | |
| Engineering Fees | | | Engineering Fees | | H&S | O | 15,000 | |
| Ventilation Upgrade | | | Ventilation Upgrade | | H&S | O | 150,000 | |
| | | | | | | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | |
| Safety Equipment | | | | | | | | |
| Eye Wash Station | | x | Lacks Standard testing of eye wash | | H&S | O | 500 | |
| Emergency Stop (3 min) | | x | | | H&S | C | - | |
| Gas cut off switch | | x | | | H&S | C | - | |
| Fire Extinguishers | | x | | | H&S | C | - | |
| Fire Blankets | | x | | | H&S | C | - | |
| Emergency Response Procedures | | x | Should be Reviewed | | H&S | O | 1,000 | |
| Intercom/Office Contact | | x | | | H&S | C | - | |
| First Aid Supplies | | x | | | H&S | C | - | |
| Eye Protection | | x | Should be Reviewed | | H&S | O | 1,000 | |
| Emergency Shower | | n/a | | | H&S | | | |
| Protective Clothing | | x | Should be Reviewed | | H&S | O | 5,000 | |
| Hearing Protection | | x | Should be Reviewed | | H&S | O | 1,000 | |
| Engineering Fees | | | Engineering Fees | | H&S | O | 45,000 | |
| Dust Collector Interlock | | | Install interlock to prevent equipment from operating if dust collection system not in operation | | H&S | O | 2,000 | |
| Remove all screws and shorten all flexible duct connections | | | | | H&S | O | 7,000 | |
| Balance system and secure all blast gates | | | | | H&S | O | 4,000 | |
| Conflaguration Zone Signage | | | Install Signage for conflaguration zone | | H&S | O | 500 | |
| Shop Signage - Equipment Instructions | | | Install Equipment and Safety Instructions for Equipment | | H&S | O | 1,500 | |
| Replace Dust Collector | | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | | H&S | O | 449,570 | |
| Electrical Upgrades to Electrical Code | | | Update all electrical to ensure to Code | | H&S | O | 30,000 | |
| Safety Lines | | | Safety lines - painted for all equipment | | H&S | O | 6,000 | |
| Equipment Guards | | | | | H&S | | 5,000 | |
| Completed Costs: | | | | | | | 33,391 | |
| Future Costs: | | | | | | | 736,220 | |

| Lansdowne Woodshop - Equipment Review | | | | | | | | | |
|---------------------------------------|--------------|----------------|-----------------|---|---|----------|---|----------------|------------------|
| Equipment | Guards | | Recommendations | | Comment | Priority | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
| | Satisfactory | Unsatisfactory | Satisfactory | Action - based on shop equipment list | | | | | |
| 1 Lathe | | x | x | Remove not in core | Removed | H&S | O | | 500 |
| 2 Lathe | | x | x | Remove not in core | | H&S | O | | 500 |
| 3 Drill Press | x | | x | Remain | | H&S | C | | |
| 4 Grinder | | x | x | Remove not in core | | H&S | C | 100 | |
| 5 Drill Press | x | | x | Remove not in core | | H&S | O | - | 100 |
| 6 Drill Press | x | | x | Remain | New unit purchased | H&S | C | 530 | |
| 7 Drill Press | x | | x | Remain | New unit purchased | H&S | C | 530 | |
| 8 Scroll Saw | x | | x | Relocate | | H&S | O | | 250 |
| 9 Scroll Saw | x | | x | Relocate | | H&S | O | | 250 |
| 10 Spindle Sander | x | | x | Remain | | H&S | C | | |
| 11 Router Table | x | | x | Remain | | H&S | C | | |
| 12 Disc/Belt Sander | x | | x | Remain | | H&S | C | - | |
| 13 Disc/Belt Sander | x | | x | Remain | | H&S | C | - | |
| 14 Disc Sander | x | | x | Relocate | | H&S | O | - | 100 |
| 15 Band Saw | x | | x | Relocate | | H&S | O | | 100 |
| 16 Band Saw | x | | x | Remain | New unit purchased | H&S | C | 1,900 | |
| 17 Planer | x | | x | Remain | | H&S | C | | |
| 18 Scroll Saw | x | | x | Relocate | | H&S | O | - | 250 |
| 19 Scroll Saw | x | | x | Relocate | | H&S | O | | 250 |
| 20 Scroll Saw | x | | x | Relocate | | H&S | O | - | 250 |
| 21 Scroll Saw | x | | x | Relocate | | H&S | O | - | 250 |
| 22 Jointer | | x | x | Remain | | H&S | C | - | |
| 23 Mitre Saw | x | | x | Teacher Eq | | H&S | C | - | |
| 24 Table Saw | x | | x | Teacher Eq | Replaced with Saw Stop with outfeed tal | H&S | C | 6,920 | |
| 25 Mitre Saw | x | | x | Remove not in core | | H&S | O | - | |
| 26 Floor Sweep | x | | x | Remove not in core | | H&S | O | - | 500 |
| 27 Disc Sander | x | | x | Add | | H&S | O | | |
| 28 Sanding Table | x | | x | Add in equipment core list | | H&S | O | | |
| 29 Radial Arm Saw | | x | | Remove not in core | | H&S | C | 50 | |
| HAZARDOUS MATERIALS | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | |
| Properly Stored | | x | | Full Review | | H&S | O | | 2,000 |
| Isolation | | x | | Full Review | | H&S | O | | 2,000 |
| Ventilated Area | x | | | | | H&S | C | - | |
| Electrical | x | | | | | H&S | C | - | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | |
| Dust Collection Report | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | 853 | |
| Dust Collection System | | x | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Fire Resistive Enclosure | | x | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Electrical | | x | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Maintenance | | x | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Housekeeping | | x | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| Return Air Duct | | x | | Draw concerns and hose connections. Full review recommended | | H&S | C | | |
| FINISHING ROOM | | | | | | | | | |
| Fire Resistive Enclosure | | x | | Full review for this area recommended | | H&S | O | | 1,000 |
| Electrical | | x | | Full review for this area recommended | | H&S | O | | 1,000 |

| | | | | | |
|---|-----|--|-----|---|---------|
| Maintenance | x | Full review for this area recommended | H&S | O | 1,000 |
| Housekeeping | x | Full review for this area recommended | H&S | O | 1,000 |
| Ventilation | x | Full review for this area recommended | H&S | O | 1,000 |
| Flammable Liquid Storage | x | Full review for this area recommended | H&S | O | 1,000 |
| Engineering Fees | | Engineering Fees | H&S | O | 15,000 |
| Ventilation Upgrade | | Ventilation Upgrade | H&S | O | 150,000 |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | |
| Safety Equipment | | | | | |
| Eye Wash Station | x | Lacks Standard testing of eye wash | H&S | O | 500 |
| Emergency Stop (3 min) | x | | H&S | C | - |
| Gas cut off switch | x | | H&S | C | - |
| Fire Extinguishers | x | | H&S | C | - |
| Fire Blankets | x | | H&S | C | - |
| Emergency Response Procedures | x | Should be Reviewed | H&S | O | 1,000 |
| Intercom/Office Contact | x | | H&S | C | - |
| First Aid Supplies | x | | H&S | C | - |
| Eye Protection | x | Should be Reviewed | H&S | O | 1,000 |
| Emergency Shower | n/a | | H&S | | |
| Protective Clothing | x | Should be Reviewed | H&S | O | 5,000 |
| Hearing Protection | x | Should be Reviewed | H&S | O | 1,000 |
| Engineering Fees | | Engineering Fees | | | 35,000 |
| Dust Collector Interlock | | Install interlock to prevent equipment from operating if dust collection system not in operation | H&S | O | 2,000 |
| Remove all screws and shorten all flexible duct connections | | | H&S | O | 7,000 |
| Balance system and secure all blast gates | | | H&S | O | 4,000 |
| Conflaguration Zone Signage | | Install Signage for conflaguration zone | H&S | O | 500 |
| Shop Signage - Equipment Instructions | | Install Equipment and Safety Instructions for Equipment | H&S | O | 1,500 |
| Replace Dust Collector | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | H&S | O | 387,860 |
| Electrical Upgrades to Electrical Code | | Update all electrical to ensure to Code | | O | 30,000 |
| Safety Lines | | Safety lines - painted for all equipment | H&S | O | 6,000 |
| Equipment Guards | | | H&S | | 5,000 |

Completed Costs:10,883

Future Costs:665,660

| Monterey Woodshop - Equipment Review | | | | | | | | | |
|---------------------------------------|--------------|----------------|--------------|---|--------------------------------------|----------|---|----------------|------------------|
| Equipment | Guards | | Recommended | | Comment | Priority | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
| | Satisfactory | Unsatisfactory | Satisfactory | Action - based on shop equipment list | | | | | |
| 1 Drill Press | x | | x | Remain | New unit purchased | H&S | C | 530 | |
| 2 Drill Press | x | | x | Remain | | H&S | C | | |
| 3 Drill Press | x | | x | Remain | | H&S | C | | |
| 4 Drill Press | x | | x | Remain | | H&S | C | - | |
| 5 Planer | x | | x | Remain | | H&S | C | - | |
| 6 Table Saw | x | | x | Teacher Only | | H&S | C | 6,405 | |
| 7 Jointer | x | | x | Remain | | H&S | C | | |
| 8 Band Saw | x | | x | Remain | | H&S | C | | |
| 9 Band Saw | x | | x | Remain | | H&S | C | | |
| 10 Spindle Sander | x | | x | Remove not in core | | H&S | O | | 100 |
| 11 Spindle Sander | x | | x | Remove not in core | | H&S | O | | 100 |
| 12 Wood Lathe | | x | x | Remove not in core | | H&S | O | - | 1,000 |
| 13 Wood Lathe | | x | x | Remove not in core | | H&S | O | - | 1,000 |
| 14 Wood Lathe | | x | x | Remove not in core | | H&S | O | - | 1,000 |
| 15 Disc/Belt Sander | x | | x | Remain | Complete-Replaced with Saw Stop | H&S | C | | |
| 16 Disc/Belt Sander | x | | x | Remain | Replace with vertical belt sander | H&S | C | 1,600 | |
| 17 Scroll Saw | x | | x | Add | Replace with disc sander | H&S | O | 650 | 500 |
| 18 Scroll Saw | x | | x | Add | | H&S | O | - | 500 |
| 19 Scroll Saw | x | | x | Remain | | H&S | O | | 200 |
| 20 Scroll Saw | x | | x | Remain | | H&S | O | - | 200 |
| 21 Air Compressor | x | | x | Remain | | H&S | C | - | |
| 22 Grinder | | x | x | Remove | | H&S | C | 100 | |
| 23 Chop Saw | x | | x | Remove not in core | | H&S | O | - | 100 |
| 24 Router Table | x | | x | Remain | New components purchased | H&S | C | 1,518 | |
| 25 Mitre Saw | x | | x | Teacher Only | | H&S | C | - | |
| 26 Sanding Table | x | | x | Connect | | H&S | C | - | |
| HAZARDOUS MATERIALS | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | |
| Properly Stored | | x | | Full Review | | H&S | O | | 2,000 |
| Isolation | | x | | Full Review | | H&S | O | | 2,000 |
| Ventilated Area | x | | | | | H&S | C | - | |
| Electrical | x | | | | | H&S | C | - | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | |
| Dust Collection Report | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | 853 | |
| Dust Collection System | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Fire Resistive Enclosure | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Electrical | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Maintenance | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Housekeeping | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Return Air Duct | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| FINISHING ROOM | | | | | | | | | |
| Fire Resistive Enclosure | | x | | Full review for this area recommended | | H&S | O | | 1,000 |
| Electrical | | x | | Full review for this area recommended | | H&S | O | | 1,000 |
| Maintenance | | x | | Full review for this area recommended | | H&S | O | | 1,000 |
| Housekeeping | | x | | Full review for this area recommended | | H&S | O | | 1,000 |
| Ventilation | | x | | Full review for this area recommended | | H&S | O | | 1,000 |

| | | | | | | |
|---|-----|--|-----|---|---------|--------|
| Flammable Liquid Storage | x | Full review for this area recommended | H&S | O | | 1,000 |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | |
| Safety Equipment | | | | | | |
| Eye Wash Station | x | Lacks Standard testing of eye wash | H&S | O | | 500 |
| Emergency Stop (3 min) | x | | H&S | C | - | |
| Gas cut off switch | x | | H&S | C | - | |
| Fire Extinguishers | x | | H&S | C | - | |
| Fire Blankets | x | | H&S | C | - | |
| Emergency Response Procedures | x | Should be Reviewed | H&S | O | | 1,000 |
| Intercom/Office Contact | x | | H&S | C | - | |
| First Aid Supplies | x | | H&S | C | - | |
| Eye Protection | x | Should be Reviewed | H&S | O | | 1,000 |
| Emergency Shower | n/a | | | | | |
| Protective Clothing | x | Should be Reviewed | H&S | O | | 5,000 |
| Hearing Protection | x | Should be Reviewed | H&S | O | | 1,000 |
| Engineering Fees | | Engineering Fees | H&S | C | 30,000 | |
| Dust Collector Interlock | | Install interlock to prevent equipment from operating if dust collection system not in operation | H&S | O | | 2,000 |
| Remove all screws and shorten all flexible duct connections | | | H&S | O | | 7,000 |
| Balance system and secure all blast gates | | | H&S | O | | 4,000 |
| Conflaguration Zone Signage | | Install Signage for conflaguration zone | H&S | O | | 500 |
| Shop Signage - Equipment Instructions | | Install Equipment and Safety Instructions for Equipment | H&S | O | | 1,500 |
| Replace Dust Collector | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | H&S | C | 321,275 | |
| Electrical Upgrades to Electrical Code | | Update all electrical to ensure to Code | H&S | O | | 30,000 |
| Safety Lines | | Safety lines - painted for all equipment | H&S | O | | 6,000 |
| Equipment Guards | | | H&S | | | 5,000 |
| Completed Costs: | | | | | 362,931 | |
| Future Costs: | | | | | | 79,200 |

Mt. Douglas Woodshop - Equipment Review

| Equipment | Guards | | Recommended | | Comment | Priority | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---------------------------------------|--------------|----------------|--------------|---|---------------------------------------|----------|---|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Action - based on shop equipment list | | | | | |
| 1 Mitre Saw | x | | x | Remain | | H&S | C | | |
| 2 Midi Lathe | | x | x | Relocate | | H&S | O | | 500 |
| 3 Midi Lathe | | x | x | Relocate | | H&S | O | | 500 |
| 4 Scroll Saw | x | | x | Remain | | H&S | O | - | 200 |
| 5 Mortiser | x | | x | Remain | | H&S | C | - | |
| 6 Lathe | x | | x | Remain | | H&S | C | | |
| 7 Scroll Saw | x | | x | Relocate | | H&S | O | | 200 |
| 8 Scroll Saw | x | | x | Relocate | | H&S | O | | 200 |
| 9 Sanding Table | x | | x | Remain | | H&S | C | | |
| 10 Sanding Table | x | | x | Remove not in core | | H&S | O | | 200 |
| 11 Lathe | x | | x | Remain | Replacement of tail stocks | H&S | C | 2,500 | |
| 12 Band Saw | x | | x | Remain | | H&S | C | - | |
| 13 Horizontal Belt Sander | x | | x | Remain | | H&S | C | - | |
| 14 Drill Press | x | | x | Remain | | H&S | C | - | |
| 15 Jointer | x | | x | Remain | Complete-Replaced with Saw Stop | H&S | C | | |
| 16 Thickness Sander | x | | x | Remain | | H&S | C | - | |
| 17 Disc Sander | x | | x | Remain | | H&S | C | | |
| 18 Jointer | x | | x | Relocate | | H&S | O | - | 100 |
| 19 Spindle Sander | x | | x | Remove not in core | | H&S | O | | 50 |
| 20 Spindle Sander | x | | x | Remain | | H&S | C | - | |
| 21 Planer | x | | x | Relocate | | H&S | O | - | 100 |
| 22 Mitre Saw | x | | x | Remain | | H&S | C | - | |
| 23 Table Saw | x | | x | Remain | Saw Stop with outfeed table purchased | H&S | C | 6,920 | |
| 24 Grinder | x | | x | Remove not in core | | H&S | C | 100 | |
| 25 Drill Press | x | | x | Relocate | | H&S | O | - | 50 |
| 26 Table Saw | x | | x | Remain | | H&S | C | 6,405 | |
| 27 Router Table | x | | x | Remain | | H&S | C | | |
| 28 Grinder | x | | x | Remove not in core | | H&S | C | 100 | |
| 29 Floor Sweep | x | | x | Remove not in core | | H&S | O | | 500 |
| 30 Disc Sander | x | | x | Add | Purchase of unit | H&S | C | 650 | |
| 31 Vertical Belt Sander | x | | x | Add | Purchase of unit | H&S | C | 429 | |
| 32 Band Saw | x | | x | Add | | H&S | O | | 1,899 |
| 33 Planer | x | | x | Add | | H&S | O | | 5,399 |
| 34 Drill Press | x | | x | Add | | H&S | O | | 950 |
| HAZARDOUS MATERIALS | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | |
| Properly Stored | | x | | Full Review | | H&S | O | | 2,000 |
| Isolation | | x | | Full Review | | H&S | O | | 2,000 |
| Ventilated Area | x | | | | | H&S | C | - | |
| Electrical | x | | | | | H&S | C | - | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | |
| Dust Collection Report | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | 853 | |
| Dust Collection System | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Fire Resistive Enclosure | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Electrical | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Maintenance | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |

| | | | | | |
|---|--------------|--|-----|---|---------|
| Housekeeping | x | Draw concerns and hose connections. Full review recommended | H&S | | |
| Return Air Duct | x | Draw concerns and hose connections. Full review recommended | H&S | | |
| | | | | | |
| FINISHING ROOM | Satisfactory | Unsatisfactory | | | |
| Fire Resistive Enclosure | x | Full review for this area recommended | H&S | O | 1,000 |
| Electrical | x | Full review for this area recommended | H&S | O | 1,000 |
| Maintenance | x | Full review for this area recommended | H&S | O | 1,000 |
| Housekeeping | x | Full review for this area recommended | H&S | O | 1,000 |
| Ventilation | x | Full review for this area recommended | H&S | O | 1,000 |
| Flammable Liquid Storage | x | Full review for this area recommended | H&S | O | 1,000 |
| Engineering Fees | | Engineering Fees | H&S | O | 15,000 |
| Ventilation Upgrade | | Ventilation Upgrade | H&S | O | 150,000 |
| | | | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | |
| Safety Equipment | | | | | |
| Eye Wash Station | x | Lacks Standard testing of eye wash | H&S | O | 500 |
| Emergency Stop (3 min) | x | | H&S | C | - |
| Gas cut off switch | x | | H&S | C | - |
| Fire Extinguishers | x | | H&S | C | - |
| Fire Blankets | x | | H&S | C | - |
| Emergency Response Procedures | x | Should be Reviewed | H&S | O | 1,000 |
| Intercom/Office Contact | x | | H&S | C | - |
| First Aid Supplies | x | | H&S | C | - |
| Eye Protection | x | Should be Reviewed | H&S | O | 1,000 |
| Emergency Shower | n/a | | H&S | | |
| Protective Clothing | x | Should be Reviewed | H&S | O | 5,000 |
| Hearing Protection | x | Should be Reviewed | H&S | O | 1,000 |
| Engineering Fees | | Engineering Fees | H&S | O | 35,000 |
| Dust Collector Interlock | | Install interlock to prevent equipment from operating if dust collection system not in operation | H&S | O | 2,000 |
| Remove all screws and shorten all flexible duct connections | | | H&S | O | 7,000 |
| Balance system and secure all blast gates | | | H&S | O | 4,000 |
| Conflaguration Zone Signage | | Install Signage for conflaguration zone | H&S | O | 500 |
| Shop Signage - Equipment Instructions | | Install Equipment and Safety Instructions for Equipment | H&S | O | 1,500 |
| Replace Dust Collector | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | H&S | O | 405,900 |
| Electrical Upgrades to Electrical Code | | Update all electrical to ensure to Code | | O | 30,000 |
| Safety Lines | | Safety lines - painted for all equipment | H&S | O | 6,000 |
| Equipment Guards | | | H&S | O | 5,000 |

Completed Costs:17,957

Future Costs:691,248

Oak Bay High School Woodshop - Equipment Review

| Equipment | Guards | | Recommended | | Comment | Priority | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---------------------------------------|--------------|----------------|--------------|---|---|----------|---|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Action - based on shop equipment list | | | | | |
| 1 Mitre Saw | x | | x | Remain | | H&S | C | | |
| 2 Table Saw | | x | x | Relocate | Replaced with Saw stop | H&S | C | 6,405 | |
| 3 Table Saw | x | | x | Remain | Replaced with saw stop with outfeed table | H&S | C | 6,920 | |
| 4 Thickness Sander | x | | x | Relocate | Purchased new Sander | H&S | O | 1,799 | |
| 5 Planer | x | | x | Relocate | | H&S | O | - | 100 |
| 6 Mitre Saw | x | | x | Remain | Purchased new unit | H&S | C | 650 | |
| 7 Planer | x | | x | Remain | | H&S | C | | |
| 8 Jointer | x | | x | Remain | | H&S | C | | |
| 9 Jointer | x | | x | Relocate | | H&S | O | | 100 |
| 10 Drill Press | x | | x | Remain | Purchased new unit | H&S | C | 950 | |
| 11 Drill Press | x | | x | Remain | | H&S | C | | |
| 12 Band Saw | x | | x | Relocate | | H&S | C | - | |
| 13 Drill Press | x | | x | Remain | | H&S | C | - | |
| 14 Lathe | | x | x | Remain | | H&S | C | - | |
| 15 Lathe | | x | x | Relocate | | H&S | O | | 500 |
| 16 Lathe | | x | x | Remain | | H&S | C | - | |
| 17 Disc Sander | x | | x | Remain | Purchased new unit | H&S | C | 650 | |
| 18 Sanding Table | x | | x | Remain | | H&S | C | - | |
| 19 Spindle Sander | x | | x | Relocate | | H&S | O | | 50 |
| 20 Band Saw | x | | x | Remain | Purchased new unit | H&S | C | 1,899 | |
| 21 Router Table | x | | x | Remain | Purchased new components | H&S | C | 1,517 | |
| 22 CNC Router | x | | x | Remove not in core | | H&S | O | - | 500 |
| 23 Scroll Saw | x | | x | Relocate | | H&S | O | - | 250 |
| 24 Floor Sweep | x | | x | Remove not in core | | H&S | O | - | 500 |
| 25 Floor Sweep | x | | x | Remove not in core | | H&S | O | - | 500 |
| 26 Scroll Saw | x | | x | Add | | H&S | C | - | |
| 27 Scroll Saw | x | | x | Add | | H&S | O | | |
| 28 Lathe | x | | x | Add | | H&S | O | | |
| 29 Disc Sander | x | | x | Add | | H&S | O | | 650 |
| 30 Vertical Belt Sander | x | | x | Add | | H&S | O | | 1,600 |
| 31 Vertical Belt Sander | x | | x | Add | | H&S | O | | 1,600 |
| 32 Mortiser | x | | x | Connect | | H&S | O | | 2,069 |
| HAZARDOUS MATERIALS | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | |
| Properly Stored | | x | | Full Review | | H&S | O | | 2,000 |
| Isolation | | x | | Full Review | | H&S | O | | 2,000 |
| Ventilated Area | x | | | | | H&S | C | - | |
| Electrical | x | | | | | H&S | C | - | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | |
| Dust Collection Report | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | 853 | |
| Dust Collection System | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Fire Resistive Enclosure | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Electrical | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Maintenance | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Housekeeping | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Return Air Duct | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |

| | | | | | | |
|---|--------------|----------------|--|------------------|---|---------|
| | | | | | | |
| FINISHING ROOM | | | | | | |
| | Satisfactory | Unsatisfactory | | | | |
| Fire Resistive Enclosure | | x | Full review for this area recommended | H&S | O | 1,000 |
| Electrical | | x | Full review for this area recommended | H&S | O | 1,000 |
| Maintenance | | x | Full review for this area recommended | H&S | O | 1,000 |
| Housekeeping | | x | Full review for this area recommended | H&S | O | 1,000 |
| Ventilation | | x | Full review for this area recommended | H&S | O | 1,000 |
| Flammable Liquid Storage | | x | Full review for this area recommended | H&S | O | 1,000 |
| | | | | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | |
| Safety Equipment | | | | | | |
| Eye Wash Station | | x | Lacks Standard testing of eye wash | H&S | O | 500 |
| Emergency Stop (3 min) | x | | | H&S | C | - |
| Gas cut off switch | x | | | H&S | C | - |
| Fire Extinguishers | x | | | H&S | C | - |
| Fire Blankets | x | | | H&S | C | - |
| Emergency Response Procedures | | x | Should be Reviewed | H&S | O | 1,000 |
| Intercom/Office Contact | x | | | H&S | C | - |
| First Aid Supplies | x | | | H&S | C | - |
| Eye Protection | | x | Should be Reviewed | H&S | O | 1,000 |
| Emergency Shower | | n/a | | H&S | | |
| Protective Clothing | | x | Should be Reviewed | H&S | O | 5,000 |
| Hearing Protection | | x | Should be Reviewed | H&S | O | 1,000 |
| Engineering Fees | | | Engineering Fees | H&S | O | 35,000 |
| Dust Collector Interlock | | | Install interlock to prevent equipment from operating if dust collection system not in operation | H&S | O | 2,000 |
| Remove all screws and shorten all flexible duct connections | | | | H&S | O | 7,000 |
| Balance system and secure all blast gates | | | | H&S | O | 4,000 |
| Conflaguration Zone Signage | | | Install Signage for conflaguration zone | H&S | O | 500 |
| Shop Signage - Equipment Instructions | | | Install Equipment and Safety Instructions for Equipment | H&S | O | 1,500 |
| Replace Dust Collector | | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | H&S | O | 353,100 |
| Electrical Upgrades to Electrical Code | | | Update all electrical to ensure to Code | H&S | O | 30,000 |
| Safety Lines | | | Safety lines - painted for all equipment | H&S | O | 6,000 |
| Equipment Guards | | | | H&S | | 5,000 |
| | | | | | | |
| | | | | Completed Costs: | | 21,643 |
| | | | | Future Costs: | | 471,019 |

| Reynolds School Woodshop - Equipment Review | | | | | | | | | | |
|---|--------------|----------------|---------------------|------------------------------------|---|--------------------------------------|----------|---|----------------|------------------|
| Equipment | Guards | | Recommended Spacing | Delineation Lines - Non Skid Areas | | Comment | Priority | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Action - based on shop equipment list | | | | | |
| | | | | | | | | | | |
| 1 Lathe | | x | x | x | Remain | | H&S | O | | 500 |
| 2 Lathe | | x | x | x | Remain | | H&S | O | | 500 |
| 3 Lathe | | x | x | x | Remain | | H&S | O | | 500 |
| 4 Table Saw | x | | x | x | Remain | Replaced with Saw Stop | H&S | C | 6,405 | |
| 5 Spindle Sander | x | | x | x | Remain | | H&S | C | - | |
| 6 Band Saw | x | | x | x | Remove not in core | | H&S | O | | 100 |
| 7 Mortiser | x | | x | x | Remove not in core | | H&S | O | | 100 |
| 8 Mortiser | x | | x | x | Remain | Mortiser with stand | H&S | C | 2,070 | |
| 9 Drill Press | x | | x | x | Remain | | H&S | C | | |
| 10 Drill Press | x | | x | x | Remain | | H&S | C | | |
| 11 Disc Sander | x | | x | x | Remain | | H&S | C | | |
| 12 Router Table | x | | x | x | Remove not in core | | H&S | O | - | 100 |
| 13 Router Table | x | | x | x | Remain | | H&S | C | - | |
| 14 Table Saw | | x | x | x | Remain | Complete-Replaced with Saw Stop | H&S | C | 6,405 | |
| 15 Drill Press | x | | x | x | Remove not in core | | H&S | O | | 100 |
| 16 Thickness Sander | x | | x | x | Relocate | | H&S | O | - | 50 |
| 17 Planer | x | | x | x | Relocate | | H&S | O | | 100 |
| 18 Radial Arm Saw | | x | x | x | Remove | Removed | H&S | C | - | |
| 19 Mitre Saw | x | | x | x | Relocate | Stand Purchased for relocation | H&S | O | 290 | 100 |
| 20 Jointer | | x | x | x | Relocate | | H&S | O | - | 100 |
| 21 Jointer | | x | x | x | Relocate | | H&S | O | - | |
| 22 Band Saw | x | | x | x | Remain | | H&S | C | - | |
| 23 Scroll Saw | x | | x | x | Relocate | | H&S | O | - | 250 |
| 24 Mitre Saw | x | | x | x | Remove not in core | | H&S | O | - | 50 |
| 25 Band Saw | x | | x | x | Remain | | H&S | C | - | |
| 26 Sanding Table | x | | x | x | Remain | | H&S | C | - | |
| 27 Grinder | x | | x | x | Remove not in core | | H&S | C | 100 | |
| 28 Lathe | x | | x | x | Add in equipment core list | | H&S | O | | |
| 29 Vertical Belt Sander | x | | x | x | Add in equipment core list | Purchased - needs to be installed | H&S | C | 1,600 | |
| 30 Vertical Belt Sander | x | | x | x | Add in equipment core list | | H&S | O | | 1,600 |
| 31 Disc Sander | x | | x | x | Add in equipment core list | Purchased - needs to be installed | H&S | C | 650 | |
| 32 Scroll Saw | x | | x | x | Add in equipment core list | | H&S | O | | 250 |
| 33 Scroll Saw | x | | x | x | Add in equipment core list | | H&S | O | | 250 |
| 34 Planer | x | | x | x | Add in equipment core list | Purchased - needs to be installed | H&S | C | 2,600 | |
| HAZARDOUS MATERIALS | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | | |
| Properly Stored | | x | | | Full Review | | H&S | O | | 2,000 |
| Isolation | | x | | | Full Review | | H&S | O | | 2,000 |
| Ventilated Area | x | | | | | | H&S | C | - | |
| Electrical | x | | | | | | H&S | C | - | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | |
| Dust Collection Report | | x | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | 853 | |
| Dust Collection System | | x | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |
| Fire Resistive Enclosure | | x | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |
| Electrical | | x | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |
| Maintenance | | x | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |
| Housekeeping | | x | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |
| Return Air Duct | | x | | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |
| FINISHING ROOM | | | | | | | | | | |
| | Satisfactory | Unsatisfactory | | | | | | | | |

| | | | | | |
|---|-----|--|-----|---|---------|
| Fire Resistive Enclosure | x | Full review for this area recommended | H&S | O | 1,000 |
| Electrical | x | Full review for this area recommended | H&S | O | 1,000 |
| Maintenance | x | Full review for this area recommended | H&S | O | 1,000 |
| Housekeeping | x | Full review for this area recommended | H&S | O | 1,000 |
| Ventilation | x | Full review for this area recommended | H&S | O | 1,000 |
| Flammable Liquid Storage | x | Full review for this area recommended | H&S | O | 1,000 |
| Engineering Fees | | Engineering Fees | H&S | O | 15,000 |
| Ventilation Upgrade | | Ventilation Upgrade | H&S | O | 150,000 |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | |
| Safety Equipment | | | | | |
| Eye Wash Station | x | Lacks Standard testing of eye wash | H&S | O | 500 |
| Emergency Stop (3 min) | x | | H&S | C | - |
| Gas cut off switch | x | | H&S | C | - |
| Fire Extinguishers | x | | H&S | C | - |
| Fire Blankets | x | | H&S | C | - |
| Emergency Response Procedures | x | Should be Reviewed | H&S | O | 1,000 |
| Intercom/Office Contact | x | | H&S | C | - |
| First Aid Supplies | x | | H&S | C | - |
| Eye Protection | x | Should be Reviewed | H&S | O | 1,000 |
| Emergency Shower | n/a | | H&S | | |
| Protective Clothing | x | Should be Reviewed | H&S | O | 5,000 |
| Hearing Protection | x | Should be Reviewed | H&S | O | 1,000 |
| Engineering Fees | | Engineering Fees | H&S | O | 45,000 |
| Dust Collector Interlock | | Install interlock to prevent equipment from operating if dust collection system not in operation | H&S | O | 2,000 |
| Remove all screws and shorten all flexible duct connections | | | H&S | O | 7,000 |
| Balance system and secure all blast gates | | | H&S | O | 4,000 |
| Conflaguration Zone Signage | | Install Signage for conflaguration zone | H&S | O | 500 |
| Shop Signage - Equipment Instructions | | Install Equipment and Safety Instructions for Equipment | H&S | O | 1,500 |
| Replace Dust Collector | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | H&S | O | 434,500 |
| Electrical Upgrades to Electrical Code | | Update all electrical to ensure to Code | H&S | O | 30,000 |
| Safety Lines | | Safety lines - painted for all equipment | H&S | O | 6,000 |
| Equipment Guards | | | H&S | O | 5,000 |
| Completed Costs: | | | | | 20,972 |
| Future Costs: | | | | | 723,650 |

| Rockheights Woodshop - Equipment Review | | | | | | | | | |
|---|--------------|----------------|--------------|---|--|----------|---|----------------|------------------|
| Equipment | Guards | | Recommended | | Comment | Priority | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
| | Satisfactory | Unsatisfactory | Satisfactory | Action - based on shop equipment list | | | | | |
| 1 Mitre Saw | x | | x | Remain | | H&S | C | | |
| 2 Planer | x | | x | Remain | Purchased new unit | H&S | C | 4,000 | |
| 3 Post Sander | x | | x | Remain | | H&S | C | | |
| 4 Band Saw | x | | x | Remain | | H&S | C | - | |
| 5 Belt and Disk Sander | x | | x | Remain | | H&S | C | - | |
| 6 Belt and Disk Sander | x | | x | Remove not in core | | H&S | O | | 200 |
| 7 Lathe | | x | x | Remove not in core | | H&S | O | | 500 |
| 8 Midi Lathe | x | | x | Remain | | H&S | O | | 500 |
| 9 Disk and Belt Sander | x | | x | Remain | | H&S | O | | 200 |
| 10 Midi Lathe | | x | x | Remain | | H&S | C | | |
| 11 Drill | x | | x | Remain | | H&S | C | | |
| 12 Drill | x | | x | Remove not in core | | H&S | O | - | 200 |
| 13 Grinder | | x | x | Remove | | H&S | C | 100 | |
| 14 Jointer | x | | x | Remain | | H&S | C | - | |
| 15 Table Saw | | x | x | Teacher Only | Complete-Replaced with Saw Stop with i | H&S | C | 6,920 | |
| 16 Downdraft Table | x | | x | Relocate | | H&S | O | - | 500 |
| 17 Router Table | x | | x | Relocate | | H&S | O | | 200 |
| 18 Band Saw | x | | x | Relocate | | H&S | O | - | 200 |
| 19 Band Saw | x | | x | Relocate | | H&S | O | | 200 |
| 20 Grinder | | x | x | Remove | Removed | H&S | C | 100 | |
| 21 Mastercraft Drill | x | | x | Relocate | | H&S | O | - | 200 |
| 22 Delta Drill | x | | x | Remain | Purchased new unit | H&S | C | 530 | |
| 23 Delta Drill | x | | x | Relocate | | H&S | O | - | 200 |
| 24 Delta Drill | x | | x | Remove not in core | | H&S | O | - | 200 |
| 25 Metal Saw | x | | x | Remain | | H&S | C | - | |
| HAZARDOUS MATERIALS | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | |
| Properly Stored | | x | | Full Review | | H&S | O | | 2,000 |
| Isolation | | x | | Full Review | | H&S | O | | 2,000 |
| Ventilated Area | x | | | | | H&S | C | - | |
| Electrical | x | | | | | H&S | C | - | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | |
| Dust Collection Report | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | 853 | |
| Dust Collection System | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Fire Resistive Enclosure | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Electrical | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Maintenance | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Housekeeping | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| Return Air Duct | | x | | Draw concerns and hose connections. Full review recommended | | H&S | | | |
| FINISHING ROOM | | | | | | | | | |
| Fire Resistive Enclosure | | x | | Full review for this area recommended | | H&S | O | | 1,000 |
| Electrical | | x | | Full review for this area recommended | | H&S | O | | 1,000 |
| Maintenance | | x | | Full review for this area recommended | | H&S | O | | 1,000 |
| Housekeeping | | x | | Full review for this area recommended | | H&S | O | | 1,000 |
| Ventilation | | x | | Full review for this area recommended | | H&S | O | | 1,000 |
| Flammable Liquid Storage | | x | | Full review for this area recommended | | H&S | O | | 1,000 |

| | | | | | |
|----------------------|--|----------------------|-----|---|---------|
| Engineering Fees | | Engineering Fees | H&S | O | 15,000 |
| Ventilation Updgrade | | Ventilation Updgrade | H&S | O | 150,000 |

PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION)

| | | | | | |
|---|-----|--|-----|---|---------|
| Safety Equipment | | | | | |
| Eye Wash Station | x | Lacks Standard testing of eye wash | H&S | O | 500 |
| Emergency Stop (3 min) | x | | H&S | C | - |
| Gas cut off switch | x | | H&S | C | - |
| Fire Extinguishers | x | | H&S | C | - |
| Fire Blankets | x | | H&S | C | - |
| Emergency Response Procedures | x | Should be Reviewed | H&S | O | 1,000 |
| Intercom/Office Contact | x | | H&S | C | - |
| First Aid Supplies | x | | H&S | C | - |
| Eye Protection | x | Should be Reviewed | H&S | O | 1,000 |
| Emergency Shower | n/a | | | | |
| Protective Clothing | x | Should be Reviewed | H&S | O | 5,000 |
| Hearing Protection | x | Should be Reviewed | H&S | O | 1,000 |
| Engineering Fees | | Engineering Fees | H&S | O | 35,000 |
| Dust Collector Interlock | | Install interlock to prevent equipment from operating if dust collection system not in operation | H&S | O | 2,000 |
| Remove all screws and shorten all flexible duct connections | | | H&S | O | 7,000 |
| Balance system and secure all blast gates | | | H&S | O | 4,000 |
| Conflaguration Zone Signage | | Install Signage for conflaguration zone | H&S | O | 500 |
| Shop Signage - Equipment Instructions | | Install Equipment and Safety Instructions for Equipment | H&S | O | 1,500 |
| Replace Dust Collector | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | H&S | O | 323,125 |
| Electrical Upgrades to Electrical Code | | Update all electrical to ensure to Code | H&S | O | 30,000 |
| Safety Lines | | Safety lines - painted for all equipment | H&S | O | 6,000 |
| Equipment Guards | | | H&S | O | 5,000 |

Completed Costs:12,503

Future Costs:600,925

| Shoreline Woodshop - Equipment Review | | | | | | | | | | |
|---------------------------------------|--------------|----------------|--------------|---|---|---------|----------|---|----------------|------------------|
| Equipment | Guards | | Recommended | | Action - based on shop equipment list | Comment | Priority | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
| | Satisfactory | Unsatisfactory | Satisfactory | | | | | | | |
| 1 Lathe | | x | x | Remove not in core | | H&S | O | | | 500 |
| 2 Lathe | | x | x | Remove not in core | | H&S | O | | | 500 |
| 3 Lathe | | x | x | Remove not in core | | H&S | O | | | 500 |
| 4 Lathe | | x | x | Remove not in core | | H&S | O | | | 500 |
| 5 Scroll Saw | x | | x | Remain | | H&S | O | | | 200 |
| 6 Scroll Saw | x | | x | Remain | | H&S | O | | | 200 |
| 7 Scroll Saw | | x | x | Remain | | H&S | O | | | 200 |
| 8 Planer | x | | x | Remain | | H&S | C | | | |
| 9 Scroll Saw | x | | x | Remain | | H&S | O | | | 200 |
| 10 Jointer | x | | x | Relocate | | H&S | O | | | 200 |
| 11 Drill Press | x | | x | Remove not in core | | H&S | O | | | 200 |
| 12 Drill Press | x | | x | Remove not in core | | H&S | O | | - | 200 |
| 13 Band Saw | x | | x | Remain | New unit purchased | H&S | C | | 1,900 | |
| 14 Disc/Belt Sander | | x | x | Relocate | | H&S | O | | - | 200 |
| 15 Band Saw | x | | x | Remain | | H&S | C | | | |
| 16 Disc Sander | | x | x | Relocate | | H&S | C | | - | 200 |
| 17 Spindle Sander | x | | x | Remain | | H&S | O | | | 200 |
| 18 Spindle Sander | x | | x | Remove not in core | | H&S | O | | | 50 |
| 19 Drill Press | x | | x | Remain | | H&S | C | | | 50 |
| 20 Drill Press | x | | x | Remain | | H&S | C | | - | |
| 21 Drill Press | x | | x | Remain | | H&S | C | | - | |
| 22 Drill Press | x | | x | Remove not in core | | H&S | C | | - | |
| 23 Table Saw | x | | x | Teacher Eq | Replaced with saw stop with outfeed table | H&S | C | | 6,920 | |
| 24 Mitre Saw | x | | x | Teacher Eq | | H&S | C | | - | |
| 25 Mitre Saw | x | | x | Remove not in core | | H&S | O | | - | 200 |
| 26 Chop Saw | | x | x | Remove not in core | | H&S | O | | | 200 |
| 27 Grinder | | x | x | Remove not in core | | H&S | C | | 100 | |
| 28 Sanding Table | x | | x | Remain | | H&S | C | | | |
| 29 Scroll Saw | x | | x | Add in equipment core list | | H&S | O | | | 250 |
| 30 Scroll Saw | x | | x | Add in equipment core list | | H&S | O | | | 250 |
| 31 Vertical Belt Sander | x | | x | Add in equipment core list | Unit purchased | H&S | C | | 1,599 | |
| 32 Disc Sander | x | | x | Add in equipment core list | Edge Sander purchased | H&S | C | | 1,200 | |
| 33 Router Table | x | | x | Add in equipment core list | New unit purchased | H&S | C | | 1,518 | |
| HAZARDOUS MATERIALS | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | | |
| Properly Stored | | x | | Full Review | | H&S | O | | | 2,000 |
| Isolation | | x | | Full Review | | H&S | O | | | 2,000 |
| Ventilated Area | x | | | | | H&S | C | | - | |
| Electrical | x | | | | | H&S | C | | - | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | |
| Dust Collection Report | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | 853 | |
| Dust Collection System | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | | |
| Fire Resistive Enclosure | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | | |
| Electrical | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | | |
| Maintenance | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | | |
| Housekeeping | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | | |

| | | | | | | |
|--|--------------|--|--------------------------------------|-----|---|----------------|
| Return Air Duct | x | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | |
| FINISHING ROOM | | | | | | |
| | Satisfactory | Unsatisfactory | | | | |
| Fire Resistive Enclosure | x | Full review for this area recommended | | H&S | O | 1,000 |
| Electrical | x | Full review for this area recommended | | H&S | O | 1,000 |
| Maintenance | x | Full review for this area recommended | | H&S | O | 1,000 |
| Housekeeping | x | Full review for this area recommended | | H&S | O | 1,000 |
| Ventilation | x | Full review for this area recommended | | H&S | O | 1,000 |
| Flammable Liquid Storage | x | Full review for this area recommended | | H&S | O | 1,000 |
| Engineering Fees | | Engineering Fees | | H&S | O | 15,000 |
| Ventilation Upgrade | | Ventilation Upgrade | | H&S | O | 150,000 |
| PERSONAL PROTECTION & STUDENTS & STAFF (SAFETY STATION) | | | | | | |
| Safety Equipment | | | | | | |
| Eye Wash Station | x | Lacks Standard testing of eye wash | | H&S | O | 500 |
| Emergency Stop (3 min) | x | | | H&S | C | - |
| Gas cut off switch | x | | | H&S | C | - |
| Fire Extinguishers | x | | | H&S | C | - |
| Fire Blankets | x | | | H&S | C | - |
| Emergency Response Procedures | x | Should be Reviewed | | H&S | O | 1,000 |
| Intercom/Office Contact | x | | | H&S | C | - |
| First Aid Supplies | x | | | H&S | C | - |
| Eye Protection | x | Should be Reviewed | | H&S | O | 1,000 |
| Emergency Shower | n/a | | | H&S | | |
| Protective Clothing | x | Should be Reviewed | | H&S | O | 5,000 |
| Hearing Protection | x | Should be Reviewed | | H&S | O | 1,000 |
| Engineering Fees | | Engineering Fees | | H&S | O | 35,000 |
| Dust Collector Interlock | | Install interlock to prevent equipment from operating if dust collection system not in operation | | H&S | O | 2,000 |
| Remove all screws and shorten all flexible duct connections | | | | H&S | O | 7,000 |
| Balance system and secure all blast gates | | | | H&S | O | 4,000 |
| Conflaguration Zone Signage | | Install Signage for conflaguration zone | | H&S | O | 500 |
| Shop Signage - Equipment Instructions | | Install Equipment and Safety Instructions for Equipment | | H&S | O | 1,500 |
| Replace Dust Collector | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | | H&S | O | 309,100 |
| Electrical Upgrades to Electrical Code | | Update all electrical to ensure to Code | | H&S | O | 30,000 |
| Safety Lines | | Safety lines - painted for all equipment | | H&S | O | 6,000 |
| Equipment Guards | | | | | | 5,000 |
| Completed Costs: | | | | | | 14,090 |
| Future Costs: | | | | | | 588,600 |

| Spectrum Woodshop - Equipment Review | | | | | | | | | |
|---------------------------------------|--------------|----------------|--------------|---|--|----------|---|----------------|------------------|
| Equipment | Guards | | Recommended | | Comment | Priority | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
| | Satisfactory | Unsatisfactory | Satisfactory | Action - based on shop equipment list | | | | | |
| 1 Lathe | | x | x | Remain | Removed | H&S | C | | |
| 2 Lathe | | x | x | Remain | | H&S | C | | |
| 3 Lathe | | x | x | Remain | | H&S | C | | |
| 4 Lathe | | x | x | Remain | | H&S | C | - | |
| 5 Scroll Saw | x | | x | Remain | | H&S | O | - | 200 |
| 6 Scroll Saw | x | | x | Remain | | H&S | O | | 200 |
| 7 Scroll Saw | | x | x | Remain | | H&S | O | | 200 |
| 8 Planer | x | | x | Remain | | H&S | C | | |
| 9 Scroll Saw | x | | x | Remain | | H&S | O | | 200 |
| 10 Jointer | x | | x | Relocate | | H&S | C | 5,049 | |
| 11 Drill Press | x | | x | Remove not in core | | H&S | O | | 50 |
| 12 Drill Press | x | | x | Remove not in core | | H&S | O | | 50 |
| 13 Band Saw | x | | x | Remain | | H&S | C | - | |
| 14 Disc/Belt Sander | | x | x | Relocate | | H&S | C | | |
| 15 Band Saw | x | | x | Remain | Complete-Replaced with Saw Stop | H&S | C | | |
| 16 Disc Sander | | x | x | Relocate | | H&S | C | | |
| 17 Spindle Sander | x | | x | Remain | | H&S | C | | |
| 18 Spindle Sander | x | | x | Remove not in core | | H&S | O | | 200 |
| 19 Drill Press | x | | x | Remain | | H&S | C | | |
| 20 Drill Press | x | | x | Remain | | H&S | C | - | |
| 21 Drill Press | x | | x | Remain | | H&S | C | - | |
| 22 Drill Press | x | | x | Remove not in core | | H&S | O | - | 50 |
| 23 Table Saw | x | | x | Teacher Eq | | H&S | C | 6,405 | |
| 24 Mitre Saw | x | | x | Teacher Eq | | H&S | C | - | |
| 25 Mitre Saw | x | | x | Remove not in core | | H&S | O | - | 50 |
| 26 Chop Saw | | x | x | Remove not in core | | H&S | O | | 50 |
| 27 Grinder | | x | x | Remove not in core | | H&S | C | 100 | |
| 28 Sanding Table | x | | x | Remain | | H&S | C | | |
| 29 Scroll Saw | x | | x | Add in equipment core list | | H&S | C | | |
| 30 Scroll Saw | x | | x | Add in equipment core list | | H&S | C | | |
| 31 Vertical Belt Sander | x | | x | Add in equipment core list | | H&S | C | | |
| 32 Disc Sander | x | | x | Add in equipment core list | | H&S | C | 650 | |
| 33 Router Table | x | | x | Add in equipment core list | | H&S | C | 1,517 | |
| 34 Table Saw | x | | x | Remain | Complete-Replaced with Saw Stop with c | H&S | C | 6,920 | |
| 35 Table Saw | x | | x | Remain | Complete-Replaced with Saw Stop with c | H&S | C | 6,920 | |
| | | | | | | H&S | C | | |
| HAZARDOUS MATERIALS | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | |
| Properly Stored | | x | | Full Review | | H&S | O | | 2,000 |
| Isolation | | x | | Full Review | | H&S | O | | 2,000 |
| Ventilated Area | x | | | | | H&S | C | - | |
| Electrical | x | | | | | H&S | C | - | |
| | | | | | | | | | |
| VENTILATION / DUST COLLECTION SYSTEMS | Satisfactory | Unsatisfactory | | | | | | | |
| Dust Collection Report | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | 853 | |
| Dust Collection System | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |
| Fire Resistive Enclosure | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |
| Electrical | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |
| Maintenance | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |

| | | | | | | |
|-----------------|---|---|--------------------------------------|-----|---|--|
| Housekeeping | x | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | |
| Return Air Duct | x | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | |

| FINISHING ROOM | | Satisfactory | Unsatisfactory | | | |
|--------------------------|--|--------------|---------------------------------------|-----|---|---------|
| Fire Resistive Enclosure | | x | Full review for this area recommended | H&S | O | 1,000 |
| Electrical | | x | Full review for this area recommended | H&S | O | 1,000 |
| Maintenance | | x | Full review for this area recommended | H&S | O | 1,000 |
| Housekeeping | | x | Full review for this area recommended | H&S | O | 1,000 |
| Ventilation | | x | Full review for this area recommended | H&S | O | 1,000 |
| Flammable Liquid Storage | | x | Full review for this area recommended | H&S | O | 1,000 |
| Engineering Fees | | | Engineering Fees | H&S | O | 15,000 |
| Ventilation Upgrade | | | Ventilation Upgrade | H&S | O | 150,000 |

| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | |
|---|---|-----|--|-----|---|---------|
| Safety Equipment | | | | | | |
| Eye Wash Station | | x | Lacks Standard testing of eye wash | H&S | O | 500 |
| Emergency Stop (3 min) | x | | | H&S | C | - |
| Gas cut off switch | x | | | H&S | C | - |
| Fire Extinguishers | x | | | H&S | C | - |
| Fire Blankets | x | | | H&S | C | - |
| Emergency Response Procedures | | x | Should be Reviewed | H&S | O | 1,000 |
| Intercom/Office Contact | x | | | H&S | C | - |
| First Aid Supplies | x | | | H&S | C | - |
| Eye Protection | | x | Should be Reviewed | H&S | O | 1,000 |
| Emergency Shower | | n/a | | H&S | | |
| Protective Clothing | | x | Should be Reviewed | H&S | O | 5,000 |
| Hearing Protection | | x | Should be Reviewed | H&S | O | 1,000 |
| Engineering Fees | | | Engineering Fees | H&S | C | 20,000 |
| Dust Collector Interlock | | | Install interlock to prevent equipment from operating if dust collection system not in operation | H&S | C | |
| Remove all screws and shorten all flexible duct connections | | | | H&S | C | |
| Balance system and secure all blast gates | | | | H&S | C | |
| Conflaguration Zone Signage | | | Install Signage for conflaguration zone | H&S | O | 500 |
| Shop Signage - Equipment Instructions | | | Install Equipment and Safety Instructions for Equipment | H&S | O | 1,500 |
| Replace Dust Collector | | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | H&S | C | 188,562 |
| Electrical Upgrades to Electrical Code | | | Update all electrical to ensure to Code | H&S | O | 1,500 |
| Safety Lines | | | Safety lines - painted for all equipment | H&S | O | 6,000 |
| Equipment Guards | | | | H&S | O | 5,000 |

Completed Costs: 244,476

Future Costs: 191,750

| Vic High Woodshop - Equipment Review | | | | | | | | | |
|---------------------------------------|--------------|----------------|--------------|---|--------------------------------------|----------|---|----------------|------------------|
| Equipment | Guards | | Recommended | | Comment | Priority | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
| | Satisfactory | Unsatisfactory | Satisfactory | Action - based on shop equipment list | | | | | |
| 1 Spindle Sander | x | | x | Remain | | H&S | C | | |
| 2 Mortiser | x | | x | Remain | | H&S | C | | |
| 3 Drill Press | x | | x | Remain | | H&S | C | | |
| 4 Drill Press | x | | x | Remain | | H&S | C | - | |
| 5 Drill Press | x | | x | Remain | | H&S | C | - | |
| 6 Disc Sander | x | | x | Remain | | H&S | C | | |
| 7 Grinder | | x | x | Remove not in core | | H&S | O | | 100 |
| 8 Table Saw | | x | x | Remain | | H&S | C | 6,405 | |
| 9 Table Saw | | x | x | Remain | | H&S | C | 6,405 | |
| 10 Disc/Belt Sander | x | | x | Remain | | H&S | C | | |
| 11 Planer | x | | x | Remain | | H&S | C | | |
| 12 Planer | x | | x | Remain | | H&S | C | | |
| 13 Thickness Sander | x | | x | Remain | | H&S | C | | |
| 14 Jointer | x | | x | Remove not in core | | H&S | O | | 500 |
| 15 Jointer | x | | x | Remain | | H&S | C | | |
| 16 Jointer | x | | x | Remain | | H&S | C | 5,049 | |
| 17 Band Saw | x | | x | Remain | | H&S | C | | |
| 18 Band Saw | x | | x | Remain | | H&S | C | | |
| 19 Scroll Saw | x | | x | Relocate | | H&S | O | | 250 |
| 20 Lathe | | x | x | Remain | | H&S | C | - | |
| 21 Lathe | | x | x | Remain | | H&S | C | - | |
| 22 Lathe | | x | x | Remain | | H&S | C | - | |
| 23 Horizontal Belt Sander | | x | x | Remain | | H&S | C | - | |
| 24 Mitre Saw | x | | x | Remain | | H&S | C | - | |
| 25 Mitre Saw | x | | x | Remain | | H&S | C | - | |
| 26 Router Table | x | | x | Remain | | H&S | C | | |
| 27 Spindle Sander | x | | x | Remove not in core | | H&S | O | | 200 |
| 28 Scroll Saw | x | | x | Relocate | | H&S | O | | 250 |
| 29 Scroll Saw | x | | x | Relocate | | H&S | O | | 250 |
| 30 Mini Lathe | | x | x | Remove not in core | | H&S | O | | 1,000 |
| 31 Mini Lathe | | x | x | Remove not in core | | H&S | O | | 1,000 |
| 32 Mini Lathe | | x | x | Remove not in core | | H&S | O | | 500 |
| 33 Floor Sweep | x | | x | Remove not in core | | H&S | O | | 500 |
| 34 Floor Sweep | x | | x | Remove not in core | | H&S | O | | 500 |
| 35 Floor Sweep | x | | x | Remove not in core | | H&S | O | | 500 |
| 36 Lathe | x | | x | Add in equipment core list | | H&S | O | | 7,500 |
| 37 Disc Sander | x | | x | Add in equipment core list | Purchased | H&S | C | 650 | |
| 38 Sanding Table | x | | x | Add in equipment core list | | H&S | O | | 3,000 |
| HAZARDOUS MATERIALS | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | |
| Properly Stored | | x | | Full Review | | H&S | O | | 2,000 |
| Isolation | | x | | Full Review | | H&S | O | | 2,000 |
| Ventilated Area | x | | | | | H&S | C | - | |
| Electrical | x | | | | | H&S | C | - | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | |
| Dust Collection Report | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | 853 | |
| Dust Collection System | | x | | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | | |

| | | | | | | |
|--|--------------|--|--------------------------------------|-----|---|---------|
| Fire Resistive Enclosure | x | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | |
| Electrical | x | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | |
| Maintenance | x | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | |
| Housekeeping | x | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | |
| Return Air Duct | x | Draw concerns and hose connections. Full review recommended | Full Review Completed-see cost below | H&S | C | |
| | | | | | | |
| FINISHING ROOM | Satisfactory | Unsatisfactory | | | | |
| Fire Resistive Enclosure | x | Full review for this area recommended | | H&S | O | 1,000 |
| Electrical | x | Full review for this area recommended | | H&S | O | 1,000 |
| Maintenance | x | Full review for this area recommended | | H&S | O | 1,000 |
| Housekeeping | x | Full review for this area recommended | | H&S | O | 1,000 |
| Ventilation | x | Full review for this area recommended | | H&S | O | 1,000 |
| Flammable Liquid Storage | x | Full review for this area recommended | | H&S | O | 1,000 |
| Engineering Fees | | Engineering Fees | | H&S | O | 15,000 |
| Ventilation Upgrade | | Ventilation Upgrade | | H&S | O | 150,000 |
| | | | | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | |
| Safety Equipment | | | | | | |
| Eye Wash Station | x | Lacks Standard testing of eye wash | | H&S | O | 500 |
| Emergency Stop (3 min) | x | | | H&S | C | - |
| Gas cut off switch | x | | | H&S | C | - |
| Fire Extinguishers | x | | | H&S | C | - |
| Fire Blankets | x | | | H&S | C | - |
| Emergency Response Procedures | x | Should be Reviewed | | H&S | O | 1,000 |
| Intercom/Office Contact | x | | | H&S | C | - |
| First Aid Supplies | x | | | H&S | C | - |
| Eye Protection | x | Should be Reviewed | | H&S | O | 1,000 |
| Emergency Shower | n/a | | | | | |
| Protective Clothing | x | Should be Reviewed | | H&S | O | 5,000 |
| Hearing Protection | x | Should be Reviewed | | H&S | O | 1,000 |
| Engineering Fees | | Engineering Fees | | | | 35,000 |
| Dust Collector Interlock | | Install interlock to prevent equipment from operating if dust collection system not in operation | | H&S | O | 2,000 |
| Remove all screws and shorten all flexible duct connections | | | | H&S | O | 7,000 |
| Balance system and secure all blast gates | | | | H&S | O | 4,000 |
| Conflaguration Zone Signage | | Install Signage for conflaguration zone | | H&S | O | 500 |
| Shop Signage - Equipment Instructions | | Install Equipment and Safety Instructions for Equipment | | H&S | O | 1,500 |
| Replace Dust Collector | | Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM | | H&S | O | 346,500 |
| Electrical Upgrades to Electrical Code | | Update all electrical to ensure to Code | | H&S | O | 30,000 |
| Safety Lines | | Safety lines - painted for all equipment | | H&S | O | 6,000 |
| Equipment Guards | | | | | | 5,000 |

Completed Costs:19,361

Future Costs:637,050

Metal, Auto and Air Hanger Summary

| Site | Completed Costs | Outstanding Costs |
|-----------------------|-----------------|-------------------|
| Arbutus - Metal | 2,430 | 394,500 |
| Cedar Hill - Metal | 1,200 | 394,500 |
| Central - Metal | - | 384,500 |
| Esquimalt - Metal | 125,254 | 392,500 |
| Esquimalt - Auto | - | 49,000 |
| Lambrick Park - Metal | 5,000 | 394,500 |
| Mt. Doug - Metal | 1,200 | 392,500 |
| Mt. Doug - Auto | - | 34,500 |
| Mt. Doug - Air Hanger | - | 13,500 |
| Oak Bay - Metal | - | 352,500 |
| Reynolds - Metal | - | 392,500 |
| Reynolds - Auto | - | 41,000 |
| Shoreline - Metal | - | 392,500 |
| Spectrum - Metal | 305,677 | 55,500 |
| Spectrum - Auto | - | 41,000 |
| Vic High - Metal | - | 404,500 |
| Vic High - Auto | 9,037 | 33,000 |
| Totals | 440,761 | 4,129,500 |

Note - The outstanding costs do not take into account any further work once reviews are complete

Arbutus - Metal Shop

| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|--------------------------------|---|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| 1. Rockwell Belt and Buffer | | x | x | | | x | | O | | |
| 2. Rockwell Grinder | | x | x | | | x | | O | | |
| 3. Rockwell Drill | x | | x | | | x | | O | | |
| 4. Makita Chop Saw | | x | x | | | x | New unit purchased | O | 630 | |
| 5. Wells Metal Band Saw | x | | x | | | x | New unit purchased | O | 600 | |
| 6. Unison Plasma | x | | x | | | x | | O | | |
| 7. Millermatic Wire Welder | x | | x | | | x | | O | | |
| 8. Spray Booth | x | | x | | | x | | O | | |
| 9. Standard Modern Lathes qty 2 | | x | x | | | x | | O | | |
| 10. Delta Scroll Saw | x | | x | | | x | | O | | |
| 11. Mastercraft Sand Blaster | x | | x | | | x | New unit purchased | O | 1,200 | |
| 30" shear (sheet) | | | x | | | x | | O | | |
| Bench Shear - QTY 2 | | | x | | | x | | O | | |
| Whitney Punch (bench) | | | x | | | x | | O | | |
| Box and pan brake | | | x | | | x | | O | | |
| Slip Rolls | | | x | | | x | | O | | |
| Metal Notcher | | | x | | | x | | O | | |
| Air Compressor | | | x | | | x | | O | | |
| HAZARDOUS MATERIALS | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | | |
| Properly Stored | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| Ventilated Area | | x | | | | | Full Review should be provided | O | | 2,000 |
| Electrical | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Operations | | | | | | | | | | |
| Gas Cylinder Storage | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| Equipment | | x | | | | | Full Review should be provided | O | | 2,000 |
| Condition | | x | | | | | Full Review should be provided | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Cubicles | | | | | | | | | | |
| Cylinder Gas Storage | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| Equipment Condition | | x | | | | | Full Review should be provided | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Plasma Operations | | | | | | | | | | |
| Cylinder Gas Storage | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| Equipment Condition | | x | | | | | Full Review should be provided | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | Full Review should be provided | O | | 2,000 |

| | | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---|--|--------------|----------------|---------------------|----------------|------------------------------------|----------------|------------------------------------|---|----------------|------------------|
| Equipment | | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| | | | | | | | | | | | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | | |
| Metal Dust Collection Systems | | Satisfactory | Unsatisfactory | | | | | | | | |
| Fire Resistive Enclosure | | | x | | | | | Full Review should be provided | O | | 2,000 |
| Electrical | | | x | | | | | Full Review should be provided | O | | 2,000 |
| Maintenance | | | x | | | | | Full Review should be provided | O | | 2,000 |
| Housekeeping | | | x | | | | | Full Review should be provided | O | | 2,000 |
| Return Air Duct | | | x | | | | | Full Review should be provided | O | | 2,000 |
| | | | | | | | | | | | |
| FINISHING ROOM | | Satisfactory | Unsatisfactory | | | | | N/A | | | |
| | | | | | | | | | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | | |
| Safety Equipment | | | | | | | | | | | |
| Eye Wash Station | | | x | | | | | Lacks Standard testing of eye wash | O | | 500 |
| Emergency Stop (3 min) | | x | | | | | | | O | | |
| Gas cut off switch | | x | | | | | | | O | | |
| Fire Extinguishers | | x | | | | | | | O | | |
| Fire Blankets | | x | | | | | | | O | | |
| | | | | | | | | | | | |
| Emergency Response Procedures | | | x | | | | | Should be Reviewed | O | | 1,000 |
| Intercom/Office Contact | | x | | | | | | | O | | |
| First Aid Supplies | | x | | | | | | | O | | |
| Eye Protection | | | x | | | | | Should be Reviewed | O | | 1,000 |
| Emergency Shower | | | n/a | | | | | | O | | |
| Protective Clothing | | | x | | | | | Should be Reviewed | O | | 5,000 |
| Hearing Protection | | | x | | | | | Should be Reviewed | O | | 1,000 |
| | | | | | | | | | | | |
| Ventilation Upgrade | | | | | | | | | O | | 300,000 |
| Safety lines | | | | | | | | | O | | 7,000 |
| Guards | | | | | | | | | O | | 5,000 |
| Electrical to code | | | | | | | | | O | | 30,000 |

Completed Costs:2,430

Future Costs:394,500

Cedar Hill - Metal Shop

| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status | Completed \$\$ | Outstanding \$\$ | |
|---------------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|--------------------|---------------------------------|----------------|------------------|-------|
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | (C-Complete / O - Outstanding) | | | |
| 1. CRESS Electric Furnace | x | | x | | | x | | O | | | |
| 2. Baldor Buffer | | x | x | | | x | | O | | | |
| 3. Spray Unit (Non-Standard) | x | | x | | | x | | O | | | |
| 4. Miller Spot Welder | x | | x | | | x | | O | | | |
| 5. Sand Blaster | x | | x | | | x | New unit purchased | O | 1,200 | | |
| 6. Flammables Cabinet | x | | x | | | x | | O | | | |
| 7. Welding Tables X 2 | x | | x | | | x | | O | | | |
| 8. Hypotherm Powermatic | x | | x | | | x | | O | | | |
| 9. Miller Wire Welder | x | | x | | | x | | O | | | |
| 10. Oxy/Acetylene | x | | x | | | x | | O | | | |
| 11. Miller ARC Welder | x | | x | | | x | | O | | | |
| 12. Delta Grinder | | x | x | | | x | | O | | | |
| 13. Wells Metal Band Saw | | x | x | | | x | | O | | | |
| 14. Wells Metal Band Saw | | x | x | | | x | | O | | | |
| 15. Sharp Lathe | | x | x | | | x | | O | | | |
| 16. Makita Metal Chop Saw | | x | x | | | x | | O | | | |
| 17. Rockwell Drill | x | | x | | | x | | O | | | |
| 18. Nider Drill | x | | x | | | x | | O | | | |
| 19. Delta Drill | x | | x | | | x | | O | | | |
| | | | | | | | | | | | |
| HAZARDOUS MATERIALS | | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | | | |
| Properly Stored | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| Isolation | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| Ventilated Area | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| Electrical | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | | |
| Welding Operations | | | | | | | | | | | |
| Gas Cylinder Storage | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| Isolation | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| Equipment | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| Condition | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | | |
| Welding Cubicles | | | | | | | | | | | |
| Cylinder Gas Storage | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| Isolation | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| Equipment Condition | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | | |
| Plasma Operations | | | | | | | | | | | |
| Cylinder Gas Storage | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| Isolation | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| Equipment Condition | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | | Full Review should be provided. | O | | 2,000 |
| | | | | | | | | | | | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | | |

| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|--|--------------|----------------|---------------------|----------------|------------------------------------|----------------|---|---|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| Metal Dust Collection Systems | Satisfactory | Unsatisfactory | | | | | | | | |
| Fire Resistive Enclosure | | x | | | | | Full Review should be provided. | O | | 2,000 |
| Electrical | | x | | | | | Full Review should be provided. | O | | 2,000 |
| Maintenance | | x | | | | | Full Review should be provided. | O | | 2,000 |
| Housekeeping | | x | | | | | Full Review should be provided. | O | | 2,000 |
| Return Air Duct | | x | | | | | Full Review should be provided. | O | | 2,000 |
| FINISHING ROOM | Satisfactory | Unsatisfactory | | | | | N/A | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | |
| Safety Equipment | | | | | | | | | | |
| Eye Wash Station | | x | | | | | Lacks Standard testing of eye wash station. | O | | 500 |
| Emergency Stop (3 min) | x | | | | | | Appears to be standard. | C | | |
| Gas cut off switch | x | | | | | | Appears to be standard. | C | | |
| Fire Extinguishers | x | | | | | | Appears to be standard. | C | | |
| Fire Blankets | x | | | | | | Appears to be standard. | C | | |
| Emergency Response Procedures | | x | | | | | Should be reviewed. | O | | 1,000 |
| Intercom/Office Contact | x | | | | | | Appears to be standard. | C | | |
| First Aid Supplies | x | | | | | | Appears to be standard. | C | | |
| Eye Protection | | x | | | | | Should be reviewed. | O | | 1,000 |
| Emergency Shower | n/a | n/a | | | | | | | | |
| Protective Clothing | | x | | | | | Should be reviewed. | O | | 5,000 |
| Hearing Protection | | x | | | | | Should be reviewed. | O | | 1,000 |
| Ventilation Upgrade | | | | | | | | O | | 300,000 |
| Safety lines | | | | | | | | O | | 7,000 |
| Guards | | | | | | | | O | | 5,000 |
| Electrical to code | | | | | | | | O | | 30,000 |

Completed Costs: 1,200

Future Costs: 394,500

Central - Metal Shop

| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---------------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|---------------------------------|---|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| 1. Sand Blaster | x | | x | | | x | | O | | |
| 2. QT Industrial Buffer | | x | x | | | x | | O | | |
| 3. Delta Saw 20 | x | | x | | | x | | O | | |
| 4. Rockwell Grinder | | x | x | | | x | | O | | |
| 5. Flammables Cabinet | x | | x | | | x | | O | | |
| 6. Sharp Industrial Lathe | | x | x | | | x | | O | | |
| 7. Vent Tables X 3 | x | | x | | | x | | O | | |
| 8. Delta Drill | | x | x | | | x | | O | | |
| 9. General Drill | x | | x | | | x | | O | | |
| 10. Wells Band Saw | x | | x | | | x | | O | | |
| 11. Brown Boggs Sheer | x | | x | | | x | | O | | |
| 12. Chicago Bender | x | | x | | | x | | O | | |
| 13. Miller Spot Welder | x | | x | | | x | | O | | |
| 14. Welding Table | x | | x | | | x | | O | | |
| 15. Hypertherm Power Max Plasma | x | | x | | | x | | O | | |
| 16. Miller Welder | x | | x | | | x | | O | | |
| HAZARDOUS MATERIALS | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | | |
| Properly Stored | x | | | | | | Appears to be standard. | C | | |
| Isolation | x | | | | | | Appears to be standard. | C | | |
| Ventilated Area | x | | | | | | Appears to be standard. | C | | |
| Electrical | x | | | | | | Appears to be standard. | C | | |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Operations | | | | | | | | | | |
| Gas Cylinder Storage | | x | | | | | Full review should be provided. | O | | 2,000 |
| Isolation | | x | | | | | Full review should be provided. | O | | 2,000 |
| Equipment Condition | | x | | | | | Full review should be provided. | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | Full review should be provided. | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Cubicles | | | | | | | | | | |
| Cylinder Gas Storage | | x | | | | | Full review should be provided. | O | | 2,000 |
| Isolation | | x | | | | | Full review should be provided. | O | | 2,000 |
| Equipment Condition | | x | | | | | Full review should be provided. | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | Full review should be provided. | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Plasma Operations | | | | | | | | | | |
| Cylinder Gas Storage | | x | | | | | Full review should be provided. | O | | 2,000 |
| Isolation | | x | | | | | Full review should be provided. | O | | 2,000 |
| Equipment Condition | | x | | | | | Full review should be provided. | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | Full review should be provided. | O | | 2,000 |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | |
| Metal Dust Collection Systems | Satisfactory | Unsatisfactory | | | | | | | | |
| Fire Resistive Enclosure | | x | | | | | Full Review should be provided. | O | | 2,000 |
| Electrical | | x | | | | | Full Review should be provided. | O | | 2,000 |
| Maintenance | | x | | | | | Full Review should be provided. | O | | 2,000 |
| Housekeeping | | x | | | | | Full Review should be provided. | O | | 2,000 |

| | Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|--|---|--------------|----------------|---------------------|----------------|------------------------------------|----------------|--|---|----------------|------------------|
| | | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| | Return Air Duct | | x | | | | | Full Review should be provided. | O | | 2,000 |
| | FINISHING ROOM | N/A | | | | | | | | | |
| | PERSONAL PROTECTION EQUIPMENT STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | |
| | Safety Equipment | | | | | | | | | | |
| | Eye Wash Station | | x | | | | | Lacks standard eye wash station testing. | O | | 500 |
| | Emergency Stop (3 min) | x | | | | | | Appears to be standard. | C | | |
| | Gas cut off switch | x | | | | | | Appears to be standard. | C | | |
| | Fire Extinguishers | x | | | | | | Appears to be standard. | C | | |
| | Fire Blankets | x | | | | | | Appears to be standard. | C | | |
| | Emergency Response Procedures | | x | | | | | Should be reviewed. | O | | 1,000 |
| | Intercom/Office Contact | x | | | | | | Appears to be standard. | C | | |
| | First Aid Supplies | x | | | | | | Appears to be standard. | C | | |
| | Eye Protection | | x | | | | | Should be reviewed. | O | | 1,000 |
| | Emergency Shower | | n/a | | | | | | | | |
| | Protective Clothing | | x | | | | | Should be reviewed. | O | | 5,000 |
| | Hearing Protection | | x | | | | | Should be reviewed. | O | | 1,000 |
| | Ventilation Upgrade | | | | | | | | O | | 300,000 |
| | Safety lines | | | | | | | | O | | 7,000 |
| | Guards | | | | | | | | O | | 5,000 |
| | Electrical to code | | | | | | | | O | | 30,000 |
| | Completed Costs: | | | | | | | | | | - |
| | Future Costs: | | | | | | | | | | 384,500 |

Esquimalt - Metal Shop

| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|--------------------------------|---|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| 1. Jesse Studturn Lathe | | x | x | | | x | | O | | |
| 2. Sharp Lathe | | x | x | | | x | | O | | |
| 3. San Yuen Lathe | | x | x | | | x | | O | | |
| 4. Standard Modern Lathe | | x | x | | | x | | O | | |
| 5. Standard Modern Lathe | | x | x | | | x | | O | | |
| 6. San Yuen Lathe | | x | x | | | x | | O | | |
| 7. General Metal Saw | x | | x | | | x | | O | | |
| 8. Welsaw | x | | x | | | x | | O | | |
| 9. Rockwell Drill | x | | x | | | x | | O | | |
| 10. KAO Fung Mill | x | | x | | | x | | O | | |
| 11. Jepsen Metal Saw | x | | x | | | x | | O | | |
| 12. ABARBOGA Drill | x | | x | | | x | | O | | |
| 13. Rockwell Buffer | | x | x | | | x | | O | | |
| 14. Rockwell Grinder | | x | x | | | x | | O | | |
| 15. Rockwell Grinder | | x | x | | | x | | O | | |
| 16. Wire Brush | x | | x | | | x | | O | | |
| 17. Miller Spot Welder | x | | x | | | x | | O | | |
| 18. Tennsmith Break | x | | x | | | x | | O | | |
| 19. Miller Econo Twin Welder | x | | x | | | x | | O | | |
| 20. Hypotherm Power Plasma | x | | x | | | x | | O | | |
| 21. Lincoln Tig | x | | x | | | x | | O | | |
| 22. Miller Wire Feed | x | | x | | | x | | O | | |
| HAZARDOUS MATERIALS | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | | |
| Properly Stored | x | | | | | | Appears to be standard. | O | | 2,000 |
| Isolation | x | | | | | | Appears to be standard. | O | | 2,000 |
| Ventilated Area | x | | | | | | Appears to be standard. | O | | 2,000 |
| Electrical | x | | | | | | Appears to be standard. | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Operations | | | | | | | | | | |
| Gas Cylinder Storage | x | | | | | | Appears to be standard. | O | | 2,000 |
| Isolation | x | | | | | | Appears to be standard. | O | | 2,000 |
| Equipment Condition | x | | | | | | Appears to be standard. | O | | 2,000 |
| Flashback arrestors in place | x | | | | | | Appears to be standard. | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Cubicles | | | | | | | | | | |
| Cylinder Gas Storage | x | | | | | | Appears to be standard. | O | | 2,000 |
| Isolation | x | | | | | | Appears to be standard. | O | | 2,000 |
| Equipment Condition | x | | | | | | Appears to be standard. | O | | 2,000 |
| Flashback arrestors in place | x | | | | | | Appears to be standard. | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Plasma Operations | | | | | | | | | | |
| Cylinder Gas Storage | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |

| | | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---|-------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|--|---|----------------|------------------|
| Equipment | | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| | Equipment Condition | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Flashback arrestors in place | | x | | | | | Full Review should be provided | O | | 2,000 |
| | | | | | | | | | | | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | | |
| | Metal Dust Collection Systems | Satisfactory | Unsatisfactory | | | | | | | | |
| | Fire Resistive Enclosure | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Electrical | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Maintenance | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Housekeeping | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Return Air Duct | | x | | | | | Full Review should be provided | O | | 2,000 |
| | | | | | | | | | | | |
| | FINISHING ROOM | N/A | | | | | | N/A | | | |
| | | | | | | | | | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | | |
| | Safety Equipment | | | | | | | | | | |
| | Eye Wash Station | | x | | | | | Lacks Standard testing of eye wash | O | | 500 |
| | Emergency Stop (3 min) | x | | | | | | Appears to be standard. | C | | |
| | Gas cut off switch | x | | | | | | Appears to be standard. | C | | |
| | Fire Extinguishers | x | | | | | | Appears to be standard. | C | | |
| | Fire Blankets | x | | | | | | Appears to be standard. | C | | |
| | | | | | | | | | | | |
| | Emergency Response Procedures | | x | | | | | Should be Reviewed | O | | 1,000 |
| | Intercom/Office Contact | x | | | | | | | | | |
| | First Aid Supplies | x | | | | | | Appears to be standard. | C | | |
| | Eye Protection | | x | | | | | Should be Reviewed | O | | 1,000 |
| | Emergency Shower | n/a | n/a | | | | | | | | |
| | Protective Clothing | | x | | | | | Should be Reviewed | O | | 5,000 |
| | Hearing Protection | | x | | | | | Should be Reviewed | O | | 1,000 |
| | | | | | | | | | | | |
| | Metal Shop Upgrade | | | | | | | Shop upgrade with 2 more welding booth | | 125,254 | |
| | | | | | | | | | | | |
| | Ventilation Upgrade | | | | | | | | O | | 300,000 |
| | Safety lines | | | | | | | | O | | 7,000 |
| | Guards | | | | | | | | O | | 5,000 |
| | Electrical to code | | | | | | | | O | | 30,000 |

Completed Costs: 125,254

Future Costs: 392,500

| Esquimalt - Auto Shop | | | | | | | | | | | |
|-----------------------|---------------------------------------|-----------------------------------|----------------|---------------------|----------------|------------------------------------|----------------|------------------------------------|---|----------------|------------------|
| | Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
| | | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| | 1. Spectrum Miller 250 Plasma | x | | x | | | x | | O | | |
| | 2. Millermatic 210 Wire Feed | x | | x | | | x | | O | | |
| | 3. Flammable Cabinets X 3 | x | | x | | | x | | O | | |
| | 4. AMMCO 3860 Brake Machine | x | | x | | | x | | O | | |
| | 5. Sioux Valve Grinder | x | | x | | | x | | O | | |
| | 6. Boxford Lathe | x | | x | | | x | | O | | |
| | 7. Christensen Press | | x | x | | | x | | O | | |
| | 8. Empire Sand Blaster | x | | x | | | x | | O | | |
| | 9. Parts Washer | x | | x | | | x | | O | | |
| | 10. John Bean Tire Changer | x | | x | | | x | | O | | |
| | 11. Rockwell Drill | x | | x | | | x | | O | | |
| | 12. Hofmann Balancer | x | | x | | | x | | O | | |
| | 13. Delta Grinder | | x | x | | | x | | O | | |
| | 14. Canbuilt Engine Lift | x | | x | | | x | | O | | |
| | 15. Rockwell Grinder | | x | x | | | x | | O | | |
| | | | | | | | | | | | |
| | HAZARDOUS MATERIALS | Satisfactory | Unsatisfactory | Comments | | | | | | | |
| | 1. Flammable & Combustible | | | | | | | | | | |
| | Properly Stored | | x | | | | | Full review should be provided. | O | | 2,000 |
| | Isolation | | x | | | | | Full review should be provided. | O | | 2,000 |
| | Ventilated Area | | x | | | | | Full review should be provided. | O | | 2,000 |
| | Electrical | | x | | | | | Full review should be provided. | O | | 2,000 |
| | | Satisfactory | Unsatisfactory | | | | | | | | |
| | 2. Welding Operations | | | | | | | | | | |
| | Gas Cylinder Storage | x | | | | | | Appears to be standard. | O | | 2,000 |
| | Isolation | x | | | | | | Appears to be standard. | O | | 2,000 |
| | Equipment Condition | x | | | | | | Appears to be standard. | O | | 2,000 |
| | Flashback arrestors in place | x | | | | | | Appears to be standard. | O | | 2,000 |
| | | Satisfactory | Unsatisfactory | | | | | | | | |
| | Welding Cubicles | | | | | | | | | | |
| | Cylinder Gas Storage | N/A | N/A | | | | | N/A | | | |
| | Isolation | N/A | N/A | | | | | N/A | | | |
| | Equipment Condition | N/A | N/A | | | | | N/A | | | |
| | Flashback arrestors in place | N/A | N/A | | | | | N/A | | | |
| | | | | | | | | | | | |
| | VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | |
| | Dust Collection Systems | Satisfactory | Unsatisfactory | | | | | | | | |
| | Fire Resistive Enclosure | x | | | | | | Appears to be standard. | C | | |
| | Electrical | x | | | | | | Appears to be standard. | C | | |
| | Maintenance | x | | | | | | Appears to be in a good condition. | C | | |
| | Housekeeping | x | | | | | | Appears to be standard. | C | | |
| | Return Air Duct | x | | | | | | Located outside the building. | C | | |
| | | | | | | | | | | | |
| | FINISHING ROOM | None Noted | | | | | | | | | |
| | | | | | | | | | | | |
| | PERSONAL PROTECTION | STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | |
| | Safety Equipment | | | | | | | | | | |

| | | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|-----------|-------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|---|---|-------------------------|------------------|
| Equipment | | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| | Eye Wash Station | | x | | | | | Lacks standard testing of eye wash station. | O | | 500 |
| | Emergency Stop (3 min) | x | | | | | | Appears to be standard. | C | | |
| | Gas cut off switch | x | | | | | | Appears to be standard. | C | | |
| | Fire Extinguishers | x | | | | | | Appears to be standard. | C | | |
| | Fire Blankets | x | | | | | | Appears to be standard. | C | | |
| | Emergency Response Procedures | | x | | | | | Should be reviewed. | O | | 1,000 |
| | Intercom/Office Contact | x | | | | | | Appears to be standard. | C | | |
| | First Aid Supplies | x | | | | | | Appears to be standard. | C | | |
| | Eye Protection | | x | | | | | Should be reviewed. | O | | 1,000 |
| | Emergency Shower | n/a | n/a | | | | | | | | |
| | Protective Clothing | | x | | | | | Should be reviewed. | O | | 5,000 |
| | Hearing Protection | | x | | | | | Should be reviewed. | O | | 1,000 |
| | | | | | | | | | | | |
| | Safety lines | | | | | | | | O | | 7,000 |
| | Guards | | | | | | | | O | | 2,500 |
| | Electrical to code | | | | | | | | O | | 15,000 |
| | | | | | | | | | | Completed Costs: | |
| | | | | | | | | | | - | |
| | | | | | | | | | | Future Costs: | |
| | | | | | | | | | | 49,000 | |

Lambrick Park - Metal Shop

| | | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|------------------------------|--|--------------|----------------|---------------------|----------------|------------------------------------|----------------|--------------------------------|---|----------------|------------------|
| Equipment | | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| 1. Harrison Lathes X 2 | | x | | x | | | x | | O | | |
| 2. General Lathes X 2 | | x | | x | | | x | | O | | |
| 3. Delta Disk / Belt Sander | | | x | x | | | x | Purchased new unit | O | 3,800 | |
| 4. Magnum Grinder | | | x | x | | | x | | O | | |
| 5. Rockwell Grinder | | | x | x | | | x | | O | | |
| 6. Empire Sand Blaster | | x | | x | | | x | Purchased new unit | O | 1,200 | |
| 7. Craftex Saw | | x | | x | | | x | | O | | |
| 8. Rotex Punch | | x | | x | | | x | | O | | |
| 9. Vega Pressure Tester | | x | | x | | | x | | O | | |
| 10. Dufour Milling Machine | | x | | x | | | x | | O | | |
| 11. Hyd Mech Metal Saw | | x | | x | | | x | | O | | |
| 12. Delta Band Saw | | x | | x | | | x | | O | | |
| 13. Christen Press | | | x | x | | | x | | O | | |
| 14. Senior Shaper / Mill | | x | | x | | | x | | O | | |
| 15. Rockwell Grinder | | | x | x | | | x | | O | | |
| 16. IMA Drill | | x | | x | | | x | | O | | |
| 17. Rockwell Drill | | x | | x | | | x | | O | | |
| 18. Rockwell Belt / Sander | | | x | x | | | x | | O | | |
| 19. Hydrotherm Plasma | | x | | x | | | x | | O | | |
| 20. Oxy / Acetylene X 2 | | x | | x | | | x | | O | | |
| 21. Spray Box | | x | | x | | | x | | O | | |
| 22. Miller Syncrowave | | x | | x | | | x | | O | | |
| 23. Miller ARC | | x | | x | | | x | | O | | |
| 24. Acklands | | x | | x | | | x | | O | | |
| 25. Forge-Johnson | | x | | x | | | x | | O | | |
| 26. Furnace-Johnson | | x | | x | | | x | | O | | |
| HAZARDOUS MATERIALS | | | | | | | | | | | |
| Flammable Liquids | | Satisfactory | Unsatisfactory | | | | | | | | |
| Properly Stored | | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | | x | | | | | Full Review should be provided | O | | 2,000 |
| Ventilated Area | | | x | | | | | Full Review should be provided | O | | 2,000 |
| Electrical | | | x | | | | | Full Review should be provided | O | | 2,000 |
| | | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Operations | | | | | | | | | | | |
| Gas Cylinder Storage | | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | | x | | | | | Full Review should be provided | O | | 2,000 |
| Equipment | | | x | | | | | Full Review should be provided | O | | 2,000 |
| Condition | | | x | | | | | Full Review should be provided | O | | 2,000 |
| Flashback arrestors in place | | | x | | | | | Full Review should be provided | O | | 2,000 |
| | | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Cubicles | | | | | | | | | | | |
| Cylinder Gas Storage | | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | | x | | | | | Full Review should be provided | O | | 2,000 |
| Equipment Condition | | | x | | | | | Full Review should be provided | O | | 2,000 |
| Flashback arrestors in place | | | x | | | | | Full Review should be provided | O | | 2,000 |

| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---|--------------|----------------|---------------------|----------------|------------------------------------|----------------|------------------------------------|---|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Plasma Operations | | | | | | | | | | |
| Cylinder Gas Storage | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| Equipment Condition | | x | | | | | Full Review should be provided | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | Full Review should be provided | O | | 2,000 |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | |
| Metal Dust Collection Systems | Satisfactory | Unsatisfactory | | | | | | | | |
| Fire Resistive Enclosure | | x | | | | | Full Review should be provided | O | | 2,000 |
| Electrical | | x | | | | | Full Review should be provided | O | | 2,000 |
| Maintenance | | x | | | | | Full Review should be provided | O | | 2,000 |
| Housekeeping | | x | | | | | Full Review should be provided | O | | 2,000 |
| Return Air Duct | | x | | | | | Full Review should be provided | O | | 2,000 |
| FINISHING ROOM | N/A | N/A | | | | | N/A | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | |
| Safety Equipment | | | | | | | | | | |
| Eye Wash Station | | x | | | | | Lacks Standard testing of eye wash | O | | 500 |
| Emergency Stop (3 min) | x | | | | | | Appears to be standard | C | | |
| Gas cut off switch | x | | | | | | Appears to be standard | C | | |
| Fire Extinguishers | x | | | | | | Appears to be standard | C | | |
| Fire Blankets | x | | | | | | Appears to be standard | C | | |
| Emergency Response Procedures | | x | | | | | Should be Reviewed | O | | 1,000 |
| Intercom/Office Contact | x | | | | | | Appears to be standard | C | | |
| First Aid Supplies | x | | | | | | Appears to be standard | C | | |
| Eye Protection | | x | | | | | Should be Reviewed | O | | 1,000 |
| Emergency Shower | | n/a | | | | | | | | |
| Protective Clothing | | x | | | | | Should be Reviewed | O | | 5,000 |
| Hearing Protection | | x | | | | | Should be Reviewed | O | | 1,000 |
| Ventilation Upgrade | | | | | | | | O | | 300,000 |
| Safety lines | | | | | | | | O | | 7,000 |
| Guards | | | | | | | | O | | 5,000 |
| Electrical to code | | | | | | | | O | | 30,000 |

Completed Costs: 5,000

Future Costs: 394,500

| Mt. Douglas - Metal Shop | | | | | | | | | | |
|------------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|--------------------------------|---|----------------|------------------|
| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| 1. Johnson Kiln | x | | x | | | x | | O | | |
| 2. Johnson Oven | x | | x | | | x | | O | | |
| 3. Miller Spot Welder | x | | x | | | x | | O | | |
| 4. Christensen Press | | x | x | | | x | | O | | |
| 5. Standard Modern Lathe | | x | x | | | x | | O | | |
| 6. San Yuen Lathe | | x | x | | | x | | O | | |
| 7. Kao Fong Mill | | x | x | | | x | | O | | |
| 8. Delta Drill | x | | x | | | x | | O | | |
| 9. Nider Drill | x | | x | | | x | | O | | |
| 10. Rockwell Grinder | | x | x | | | x | | O | | |
| 11. Rockwell Grinder | | x | x | | | x | | O | | |
| 12. Rockwell Drill | x | | x | | | x | | O | | |
| 13. Rockwell Buffer/Sander | | x | x | | | x | | O | | |
| 14. Empire Sand Blaster | x | | x | | | x | New unit purchased | O | 1,200 | |
| 15. Sun Exhaust Analyzer | x | | x | | | x | | O | | |
| 16. Sioux Valve Grinder | x | | x | | | x | | O | | |
| 17. Brown-Boggs Break | x | | x | | | x | | O | | |
| 18. Tennsmith Plate Shear | x | | x | | | x | | O | | |
| 19. Chicago Box & Pan Break | x | | x | | | x | | O | | |
| 20. Clayton Brake Cleaning Machine | x | | x | | | x | | O | | |
| 21. Acklands Welder | x | | x | | | x | | O | | |
| 22. Millermatic Wire Feed | x | | x | | | x | | O | | |
| 23. Brown Boggs Slip Rolls | x | | x | | | x | | O | | |
| 24. Brown Boggs Bender | x | | x | | | x | | O | | |
| 25. Brown-Boggs Shear | x | | x | | | x | | O | | |
| 26. Miller ARC Welder | x | | x | | | x | | O | | |
| 27. Miller ARC Welder | x | | x | | | x | | O | | |
| HAZARDOUS MATERIALS | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | | |
| Properly Stored | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| Ventilated Area | | x | | | | | Full Review should be provided | O | | 2,000 |
| Electrical | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Operations | | | | | | | | | | |
| Gas Cylinder Storage | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| Equipment Condition | | x | | | | | Full Review should be provided | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Cubicles | | | | | | | | | | |
| Cylinder Gas Storage | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| Equipment Condition | | x | | | | | Full Review should be provided | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Plasma Operations | | | | | | | | | | |

| | | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---|-------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|---|---|----------------|------------------|
| Equipment | | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| | Cylinder Gas Storage | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Equipment Condition | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Flashback arrestors in place | | x | | | | | Full Review should be provided | O | | 2,000 |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | | |
| | Metal Dust Collection Systems | Satisfactory | Unsatisfactory | | | | | | | | |
| | Fire Resistive Enclosure | | x | | | | | Draw concerns were noted. Full Review should be provided | O | | 2,000 |
| | Electrical | | x | | | | | Draw concerns were noted. Full Review should be provided | O | | 2,000 |
| | Maintenance | | x | | | | | Draw concerns were noted. Full Review should be provided | O | | 2,000 |
| | Housekeeping | | x | | | | | Draw concerns were noted. Full Review should be provided | O | | 2,000 |
| | Return Air Duct | | x | | | | | Draw concerns were noted. Full Review should be provided | O | | 2,000 |
| | FINISHING ROOM | N/A | N/A | | | | | N/A | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | | |
| | Safety Equipment | | | | | | | | | | |
| | Eye Wash Station | | x | | | | | Lacks Standard testing of eye wash station | O | | 500 |
| | Emergency Stop (3 min) | x | | | | | | Appears to be standard. | C | | |
| | Gas cut off switch | x | | | | | | Appears to be standard. | C | | |
| | Fire Extinguishers | x | | | | | | Appears to be standard. | C | | |
| | Fire Blankets | x | | | | | | Appears to be standard. | C | | |
| | Emergency Response Procedures | | x | | | | | Should be Reviewed | O | | 1,000 |
| | Intercom/Office Contact | x | | | | | | Appears to be standard. | C | | |
| | First Aid Supplies | x | | | | | | Appears to be standard. | C | | |
| | Eye Protection | | x | | | | | Should be Reviewed | O | | 1,000 |
| | Emergency Shower | n/a | n/a | | | | | | | | |
| | Protective Clothing | | x | | | | | Should be Reviewed | O | | 5,000 |
| | Hearing Protection | | x | | | | | Should be Reviewed | O | | 1,000 |
| | Ventilation Upgrade | | | | | | | | O | | 300,000 |
| | Safety lines | | | | | | | | O | | 7,000 |
| | Guards | | | | | | | | O | | 5,000 |
| | Electrical to code | | | | | | | | O | | 30,000 |

Completed Costs:1,200

Future Costs:392,500

Mt. Douglas - Auto Shop

| | | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | | Status | Completed \$\$ | Outstanding \$\$ |
|---|--|--------------|----------------|---------------------|----------------|------------------------------------|---|--------|---------------------------------|----------------|------------------|
| Equipment | | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Action | (C-Complete / O - Outstanding) | | |
| 1. Fire Power Welder | | x | | x | | | x | | O | | |
| 2. Intrellamatic Battery Charger | | x | | x | | | x | | O | | |
| 3. Partsmaster Parts Washer | | x | | x | | | x | | O | | |
| 4. Skill Saw Metal Saw | | | x | x | | | x | | O | | |
| 5. Wells Metal Saw | | | x | x | | | x | | O | | |
| 6. Cylinder Storage in Shop | | x | | x | | | x | | O | | |
| 7. Ammco Brake Machine | | x | | x | | | x | | O | | |
| 8. Citation Parts Washer | | x | | x | | | x | | O | | |
| 9. Coats 700 Balancer | | x | | x | | | x | | O | | |
| 10. FMC Tire Changer | | x | | x | | | x | | O | | |
| 11. OTC Engine Hoist | | x | | x | | | x | | O | | |
| 12. Sun VAT-40 Scanner | | x | | x | | | x | | O | | |
| 13. Superior Chop Saw | | | x | x | | | x | | O | | |
| | | | | | | | | | | | |
| HAZARDOUS MATERIALS | | Satisfactory | Unsatisfactory | Comments | | | | | | | |
| 1. Flammable & Combustible | | | | | | | | | | | |
| Properly Stored | | x | | | | | Appears to be standard. | | C | | |
| Isolation | | | x | | | | Concerns noted with parts washers and proximity to grinder. | | | | 500 |
| Ventilated Area | | x | | | | | Appears to be standard. | | C | | |
| Electrical | | x | | | | | Appears to be standard. | | C | | |
| | | Satisfactory | Unsatisfactory | | | | | | | | |
| 2. Welding Operations | | | | | | | | | | | |
| Gas Cylinder Storage | | | x | | | | Concerns noted. | | O | | 1,000 |
| Isolation | | x | | | | | Appears to be standard. | | C | | |
| Equipment Condition | | x | | | | | Appears to be standard. | | C | | |
| Flashback arrestors in place | | x | | | | | Appears to be standard. | | C | | |
| | | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Cubicles | | | | | | | | | | | |
| Cylinder Gas Storage | | N/A | N/A | | | | N/A | | | | |
| Isolation | | N/A | N/A | | | | N/A | | | | |
| Equipment Condition | | N/A | N/A | | | | N/A | | | | |
| Flashback arrestors in place | | N/A | N/A | | | | N/A | | | | |
| | | | | | | | | | | | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | | |
| Dust Collection Systems | | Satisfactory | Unsatisfactory | | | | | | | | |
| Fire Resistive Enclosure | | x | | | | | Appears to be standard. | | C | | |
| Electrical | | x | | | | | Appears to be standard. | | C | | |
| Maintenance | | x | | | | | Appears to be in a good condition. | | C | | |
| Housekeeping | | x | | | | | Appears to be standard. | | C | | |
| Return Air Duct | | x | | | | | Located outside the building. | | C | | |
| | | | | | | | | | | | |
| FINISHING ROOM | | Satisfactory | Unsatisfactory | | | | | | | | |
| Fire Resistive Enclosure | | N/A | N/A | | | | N/A | | | | |
| Electrical | | N/A | N/A | | | | N/A | | | | |
| Maintenance | | N/A | N/A | | | | N/A | | | | |
| Housekeeping | | N/A | N/A | | | | N/A | | | | |
| Ventilation | | N/A | N/A | | | | N/A | | | | |
| Flammable Liquid Storage | | N/A | N/A | | | | N/A | | | | |
| | | | | | | | | | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | | |
| Safety Equipment | | | | | | | | | | | |
| Eye Wash Station | | | x | | | | Lacks standard testing of eye wash station. | | O | | 500 |
| Emergency Stop (3 min) | | x | | | | | Appears to be standard. | | C | | |
| Gas cut off switch | | x | | | | | Appears to be standard. | | C | | |

| | | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|--|-------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|-------------------------|--------|---|----------------|------------------|
| | Equipment | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| | Fire Extinguishers | x | | | | | Appears to be standard. | | C | | |
| | Fire Blankets | x | | | | | Appears to be standard. | | C | | |
| | Emergency Response Procedures | | x | | | | Should be reviewed. | | O | | 1,000 |
| | Intercom/Office Contact | x | | | | | Appears to be standard. | | C | | |
| | First Aid Supplies | x | | | | | Appears to be standard. | | C | | |
| | Eye Protection | | x | | | | Should be reviewed. | | O | | 1,000 |
| | Emergency Shower | n/a | n/a | | | | | | | | |
| | Protective Clothing | | x | | | | Should be reviewed. | | O | | 5,000 |
| | Hearing Protection | | x | | | | Should be reviewed. | | O | | 1,000 |
| | | | | | | | | | | | |
| | Safety lines | | | | | | | | O | | 7,000 |
| | Guards | | | | | | | | O | | 2,500 |
| | Electrical to code | | | | | | | | O | | 15,000 |

Completed Costs:-

Future Costs:34,500

Mt. Douglas - Airplane Hanger

| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---|--------------|----------------|---------------------|----------------|------------------------------------|------------------------------------|--------|---|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| 1. Brown Boggs Break | x | | x | | | x | | O | | |
| 2. Chicago Bender | x | | x | | | x | | O | | |
| 3. 8 X Vices | x | | x | | | x | | O | | |
| | | | | | | | | | | |
| HAZARDOUS MATERIALS | Satisfactory | Unsatisfactory | Comments | | | | | | | |
| 1. Flammable Liquids | | | | | | | | | | |
| Properly Stored | x | | | | | Appears to be standard. | | C | | |
| Isolation | x | | | | | Appears to be standard. | | C | | |
| Ventilated Area | x | | | | | Appears to be standard. | | C | | |
| Electrical | x | | | | | Appears to be standard. | | C | | |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| 2. Welding Operations | | | | | | | | | | |
| Gas Cylinder Storage | x | | | | | Appears to be standard. | | C | | |
| Isolation | x | | | | | Appears to be standard. | | C | | |
| Equipment Condition | x | | | | | Appears to be standard. | | C | | |
| Flashback arrestors in place | x | | | | | Appears to be standard. | | C | | |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| 3. Welding Cubicles | | | | | | | | | | |
| Cylinder Gas Storage | x | | | | | Appears to be standard. | | C | | |
| Isolation | x | | | | | Appears to be standard. | | C | | |
| Equipment Condition | x | | | | | Appears to be standard. | | C | | |
| Flashback arrestors in place | x | | | | | Appears to be standard. | | C | | |
| | | | | | | | | | | |
| 4. Plasma Operations | | | | | | | | | | |
| Cylinder Gas Storage | N/A | N/A | | | | N/A | | | | |
| Isolation | N/A | N/A | | | | N/A | | | | |
| Equipment Condition | N/A | N/A | | | | N/A | | | | |
| Flashback arrestors in place | N/A | N/A | | | | N/A | | | | |
| | | | | | | | | | | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | |
| Dust Collection Systems | Satisfactory | Unsatisfactory | | | | | | | | |
| Fire Resistive Enclosure | x | | | | | Appears to be standard. | | C | | |
| Electrical | x | | | | | Appears to be standard. | | C | | |
| Maintenance | x | | | | | Appears to be in a good condition. | | C | | |
| Housekeeping | x | | | | | Appears to be standard. | | C | | |
| Return Air Duct | x | | | | | Located outside the building. | | C | | |
| | | | | | | | | | | |
| FINISHING ROOM | N/A | | | | | | | | | |
| | | | | | | | | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | |
| Safety Equipment | | | | | | | | | | |
| Eye Wash Station | | x | | | | Lacks standard eye wash station. | | O | | 500 |
| Emergency Stop (3 min) | x | | | | | Appears to be standard. | | C | | |
| Gas cut off switch | x | | | | | Appears to be standard. | | C | | |
| Fire Extinguishers | x | | | | | Appears to be standard. | | C | | |
| Fire Blankets | x | | | | | Appears to be standard. | | C | | |
| Emergency Response Procedures | | x | | | | Should be reviewed. | | O | | 1,000 |
| Intercom/Office Contact | x | | | | | Appears to be standard. | | C | | |
| First Aid Supplies | x | | | | | Appears to be standard. | | C | | |
| Eye Protection | | x | | | | Should be reviewed. | | O | | 1,000 |
| Emergency Shower | n/a | n/a | | | | | | | | |
| Protective Clothing | | x | | | | Should be reviewed. | | O | | 5,000 |

| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status | Completed \$\$ | Outstanding \$\$ |
|--------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|---------------------|---------------------------------|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | (C-Complete / O - Outstanding) | | |
| Hearing Protection | | x | | | | | Should be reviewed. | O | | 1,000 |
| Electrical to code | | | | | | | | O | | 5,000 |
| Completed Costs: | | | | | | | | | - | |
| Future Costs: | | | | | | | | | | 13,500 |

Oak Bay High School - Auto Shop

| | | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | | | | |
|--|---|--------------|----------------|---|----------------|------------------------------------|----------------|--------|---|----------------|------------------|
| | Equipment | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
| | 1. Flammables Cabinet | x | | x | | | x | | O | | |
| | 2. John Bean Alignment Machine | x | | x | | | x | | O | | |
| | 3. John Bean Tire Changer | x | | x | | | x | | O | | |
| | 4. Clean Master Parts Washer | x | | x | | | x | | O | | |
| | | | | | | | | | | | |
| | HAZARDOUS MATERIALS | Satisfactory | Unsatisfactory | Comments | | | | | | | |
| | 1. Flammable & Combustible | | | | | | | | | | |
| | Properly Stored | | x | Review use of combustible absorbent, non-standard | | | | | O | | 2,000 |
| | Isolation | x | | Appears to be standard. | | | | | C | | |
| | Ventilated Area | x | | Appears to be standard. | | | | | C | | |
| | Electrical | x | | Appears to be standard. | | | | | C | | |
| | | Satisfactory | Unsatisfactory | | | | | | | | |
| | 2. Welding Operations | | | | | | | | | | |
| | Gas Cylinder Storage | N/A | N/A | N/A | | | | | | | |
| | Isolation | N/A | N/A | N/A | | | | | | | |
| | Equipment Condition | N/A | N/A | N/A | | | | | | | |
| | Flashback arrestors in place | N/A | N/A | N/A | | | | | | | |
| | | Satisfactory | Unsatisfactory | | | | | | | | |
| | Welding Cubicles | | | | | | | | | | |
| | Cylinder Gas Storage | N/A | N/A | N/A | | | | | | | |
| | Isolation | N/A | N/A | N/A | | | | | | | |
| | Equipment Condition | N/A | N/A | N/A | | | | | | | |
| | Flashback arrestors in place | N/A | N/A | N/A | | | | | | | |
| | | | | | | | | | | | |
| | VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | |
| | Dust Collection Systems | Satisfactory | Unsatisfactory | | | | | | | | |
| | Fire Resistive Enclosure | x | | Appears to be standard. | | | | | C | | |
| | Electrical | x | | Appears to be standard. | | | | | C | | |
| | Maintenance | x | | Appears to be in a good condition. | | | | | C | | |
| | Housekeeping | x | | Appears to be standard. | | | | | C | | |
| | Return Air Duct | x | | Located outside the building. | | | | | C | | |
| | | | | | | | | | | | |
| | FINISHING ROOM | Satisfactory | Unsatisfactory | | | | | | | | |
| | Fire Resistive Enclosure | N/A | N/A | N/A | | | | | | | |
| | Electrical | N/A | N/A | N/A | | | | | | | |
| | Maintenance | N/A | N/A | N/A | | | | | | | |
| | Housekeeping | N/A | N/A | N/A | | | | | | | |
| | Ventilation | N/A | N/A | N/A | | | | | | | |
| | Flammable Liquid Storage | N/A | N/A | N/A | | | | | | | |
| | | | | | | | | | | | |
| | PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | |
| | Safety Equipment | | | | | | | | | | |
| | Eye Wash Station | | x | Lacks standard testing of eye wash station. 3 in total. | | | | | O | | 500 |
| | Emergency Stop (3 min) | x | | Appears to be standard. | | | | | C | | |
| | Gas cut off switch | x | | Appears to be standard. | | | | | C | | |
| | Fire Extinguishers | x | | Appears to be standard. | | | | | C | | |
| | Fire Blankets | x | | Appears to be standard. | | | | | C | | |
| | Emergency Response Procedures | | x | Should be reviewed. | | | | | O | | 1,000 |
| | Intercom/Office Contact | x | | Appears to be standard. | | | | | C | | |
| | First Aid Supplies | x | | Appears to be standard. | | | | | C | | |
| | Eye Protection | | x | Should be reviewed. | | | | | O | | 1,000 |

| | | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|-----------|---------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|---------------------|---|----------------|------------------|
| Equipment | | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| | Emergency Shower | n/a | n/a | | | | | | | | |
| | Protective Clothing | | x | | | | | Should be reviewed. | O | | 5,000 |
| | Hearing Protection | | x | | | | | Should be reviewed. | O | | 1,000 |
| | Ventilation Upgrade | | | | | | | | O | | 300,000 |
| | Safety lines | | | | | | | | O | | 7,000 |
| | Guards | | | | | | | | O | | 5,000 |
| | Electrical to code | | | | | | | | O | | 30,000 |

Completed Costs:

-

Future Costs:

352,500

| Reynolds - Metal Shop | | | | | | | | | | |
|-----------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|--------------------------------|---|----------------|------------------|
| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| 1. Miller & Millermatic Wire Feed | x | | x | | | x | | O | | |
| 2. Amaco Kiln | x | | x | | | x | | O | | |
| 3. Miller Spot Welder | x | | x | | | x | | O | | |
| 4. Forge Johnson | x | | x | | | x | | O | | |
| 5. Furnace Johnson | x | | x | | | x | | O | | |
| 6. Rockwell Buffer | | x | x | | | x | | O | | |
| 7. Baldor Grinder | | x | x | | | x | | O | | |
| 8. Standard Modern Lathes X 2 | | x | x | | | x | | O | | |
| 9. San Yuen Lathe | | x | x | | | x | | O | | |
| 10. Empire Sand Blaster | x | | x | | | x | | O | | |
| 11. Milwaukee Metal Saw | x | | x | | | x | | O | | |
| 12. Millermatic Wire Feed | x | | x | | | x | | O | | |
| 13. Ray Tech Saw | x | | x | | | x | | O | | |
| 14. Bee Metal Sander | x | | x | | | x | | O | | |
| 15. Rockwell Drill | x | | x | | | x | | O | | |
| 16. Nider Drill | x | | x | | | x | | O | | |
| 17. Kao Fong Mill | x | | x | | | x | | O | | |
| 18. Rockwell Grinder | | x | x | | | x | | O | | |
| 19. Rockwell Grinder | | x | x | | | x | | O | | |
| 20. Magnum Box & Pan Break | x | | x | | | x | | O | | |
| 21. Brown Boggs Break | x | | x | | | x | | O | | |
| 22. Magnum Slip Rolls | x | | x | | | x | | O | | |
| 23. Brown Boggs Bender | x | | x | | | x | | O | | |
| 24. Millermatic Wire Feed | x | | x | | | x | | O | | |
| 25. Hypotherm Plasma | x | | x | | | x | | O | | |
| HAZARDOUS MATERIALS | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | | |
| Properly Stored | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| Ventilated Area | | x | | | | | Full Review should be provided | O | | 2,000 |
| Electrical | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Operations | | | | | | | | | | |
| Gas Cylinder Storage | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| Equipment Condition | | x | | | | | Full Review should be provided | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Cubicles | | | | | | | | | | |
| Cylinder Gas Storage | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| Equipment Condition | | x | | | | | Full Review should be provided | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Plasma Operations | | | | | | | | | | |

| | | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---|-------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|------------------------------------|---|----------------|------------------|
| | Equipment | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| | Cylinder Gas Storage | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Equipment Condition | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Flashback arrestors in place | | x | | | | | Full Review should be provided | O | | 2,000 |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | | |
| | Metal Dust Collection Systems | Satisfactory | Unsatisfactory | | | | | | | | |
| | Fire Resistive Enclosure | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Electrical | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Maintenance | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Housekeeping | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Return Air Duct | | x | | | | | Full Review should be provided | O | | 2,000 |
| FINISHING ROOM | | | | | | | | | | | |
| | | Satisfactory | Unsatisfactory | | | | | N/A | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | | |
| Safety Equipment | | | | | | | | | | | |
| | Eye Wash Station | | x | | | | | Lacks Standard testing of eye wash | O | | 500 |
| | Emergency Stop (3 min) | x | | | | | | Appears to be standard. | C | | |
| | Gas cut off switch | x | | | | | | Appears to be standard. | C | | |
| | Fire Extinguishers | x | | | | | | Appears to be standard. | C | | |
| | Fire Blankets | x | | | | | | Appears to be standard. | C | | |
| | Emergency Response Procedures | | x | | | | | Should be Reviewed | O | | 1,000 |
| | Intercom/Office Contact | x | | | | | | Appears to be standard. | C | | |
| | First Aid Supplies | x | | | | | | Appears to be standard. | C | | |
| | Eye Protection | | x | | | | | Should be Reviewed | O | | 1,000 |
| | Emergency Shower | | n/a | | | | | | | | |
| | Protective Clothing | | x | | | | | Should be Reviewed | O | | 5,000 |
| | Hearing Protection | | x | | | | | Should be Reviewed | O | | 1,000 |
| | Ventilation Upgrades | | | | | | | | O | | 300,000 |
| | Safety lines | | | | | | | | O | | 7,000 |
| | Guards | | | | | | | | O | | 5,000 |
| | Electrical to code | | | | | | | | O | | 30,000 |

Completed Costs: -

Future Costs: 392,500

Reynolds High School - Auto Shop

| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---|--------------|----------------|---------------------|----------------|------------------------------------|----------------|---|---|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| 1. Flammables Cabinet | x | | x | | | x | | O | | |
| 2. Devilbiss Air Compressor | x | | x | | | x | | O | | |
| 3. Christensen Press | | x | x | | | x | | O | | |
| 4. Rockwell Grinder | | x | x | | | x | | O | | |
| 5. Parts Washer | x | | x | | | x | | O | | |
| 6. Sun Balancer | x | | x | | | x | | O | | |
| 7. Ammco Brake Lathe | x | | x | | | x | | O | | |
| 8. Abarboga Drill | x | | x | | | x | | O | | |
| 9. Sioux Valve Machine | x | | x | | | x | | O | | |
| 10. FMC Tire Changer | | x | x | | | x | | O | | |
| | | | | | | | | | | |
| HAZARDOUS MATERIALS | Satisfactory | Unsatisfactory | Comments | | | | | | | |
| 1. Flammable & Combustible | | | | | | | | | | |
| Properly Stored | | x | | | | | Full review should be provided. | O | | 2,000 |
| Isolation | | x | | | | | Full review should be provided. | O | | 2,000 |
| Ventilated Area | | x | | | | | Full review should be provided. | O | | 2,000 |
| Electrical | | x | | | | | Full review should be provided. | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| 2. Welding Operations | | | | | | | | | | |
| Gas Cylinder Storage | x | | | | | | Appears to be standard. | C | | |
| Isolation | x | | | | | | Appears to be standard. | C | | |
| Equipment Condition | x | | | | | | Appears to be standard. | C | | |
| Flashback arrestors in place | x | | | | | | Appears to be standard. | C | | |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Cubicles | | | | | | | | | | |
| Cylinder Gas Storage | N/A | N/A | | | | | N/A | | | |
| Isolation | N/A | N/A | | | | | N/A | | | |
| Equipment Condition | N/A | N/A | | | | | N/A | | | |
| Flashback arrestors in place | N/A | N/A | | | | | N/A | | | |
| | | | | | | | | | | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | |
| Dust Collection Systems | Satisfactory | Unsatisfactory | | | | | | | | |
| Fire Resistive Enclosure | x | | | | | | Appears to be standard. | C | | |
| Electrical | x | | | | | | Appears to be standard. | C | | |
| Maintenance | x | | | | | | Appears to be in a good condition. | C | | |
| Housekeeping | x | | | | | | Appears to be standard. | C | | |
| Return Air Duct | x | | | | | | Located outside the building. | C | | |
| | | | | | | | | | | |
| FINISHING ROOM | Satisfactory | Unsatisfactory | | | | | | | | |
| Fire Resistive Enclosure | N/A | N/A | | | | | N/A | | | |
| Electrical | N/A | N/A | | | | | N/A | | | |
| Maintenance | N/A | N/A | | | | | N/A | | | |
| Housekeeping | N/A | N/A | | | | | N/A | | | |
| Ventilation | N/A | N/A | | | | | N/A | | | |
| Flammable Liquid Storage | N/A | N/A | | | | | N/A | | | |
| | | | | | | | | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | |
| Safety Equipment | | | | | | | | | | |
| Eye Wash Station | | x | | | | | Lacks standard testing of eye wash station. | O | | 500 |
| Emergency Stop (3 min) | x | | | | | | Appears to be standard. | C | | |
| Gas cut off switch | x | | | | | | Appears to be standard. | C | | |
| Fire Extinguishers | x | | | | | | Appears to be standard. | C | | |

| | | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|-----------|-------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|-------------------------|---|----------------|------------------|
| Equipment | | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| | Fire Blankets | x | | | | | | Appears to be standard. | C | | |
| | Emergency Response Procedures | | x | | | | | Should be reviewed. | O | | 1,000 |
| | Intercom/Office Contact | x | | | | | | Appears to be standard. | C | | |
| | First Aid Supplies | x | | | | | | Appears to be standard. | C | | |
| | Eye Protection | | x | | | | | Should be reviewed. | O | | 1,000 |
| | Emergency Shower | n/a | n/a | | | | | | | | |
| | Protective Clothing | | x | | | | | Should be reviewed. | O | | 5,000 |
| | Hearing Protection | | x | | | | | Should be reviewed. | O | | 1,000 |
| | Safety lines | | | | | | | | O | | 7,000 |
| | Guards | | | | | | | | O | | 2,500 |
| | Electrical to code | | | | | | | | O | | 15,000 |

Completed Costs:

-

Future Costs:

41,000

| Shoreline - Metal Shop | | | | | | | | | | |
|---|--------------|----------------|---------------------|----------------|------------------------------------|----------------|--------------------------------|---|----------------|------------------|
| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| 1. Standard Modern Unilathe Variable Speed | | x | x | | | x | | O | | |
| 2. Sharp Lathe | | x | x | | | x | | O | | |
| 3. Standard Modern UniLathe | x | | x | | | x | | O | | |
| 4. Rockwell Buffer and Belt Sander | | x | x | | | x | | O | | |
| 5. Rockwell Grinder | x | | x | | | x | | O | | |
| 6. Speeder Metal Saw | x | | x | | | x | | O | | |
| 7. Rockwell Drill | x | | x | | | x | | O | | |
| 8. Abarboga Drill | x | | x | | | x | | O | | |
| 9. Mastercraft Drill | | x | x | | | x | | O | | |
| 10. Sand Blaster (Red) | x | | x | | | x | | O | | |
| 11. Devilbiss Air Compressor | x | | x | | | x | | O | | |
| HAZARDOUS MATERIALS | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | | |
| Properly Stored | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| Ventilated Area | | x | | | | | Full Review should be provided | O | | 2,000 |
| Electrical | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Operations | | | | | | | | | | |
| Gas Cylinder Storage | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| Equipment Condition | | x | | | | | Full Review should be provided | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Cubicles | | | | | | | | | | |
| Cylinder Gas Storage | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| Equipment Condition | | x | | | | | Full Review should be provided | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | Full Review should be provided | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Plasma Operations | | | | | | | | | | |
| Cylinder Gas Storage | | x | | | | | Full Review should be provided | O | | 2,000 |
| Isolation | | x | | | | | Full Review should be provided | O | | 2,000 |
| Equipment Condition | | x | | | | | Full Review should be provided | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | Full Review should be provided | O | | 2,000 |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | |
| Metal Dust Collection Systems | Satisfactory | Unsatisfactory | | | | | | | | |
| Fire Resistive Enclosure | | x | | | | | Full Review should be provided | O | | 2,000 |
| Electrical | | x | | | | | Full Review should be provided | O | | 2,000 |
| Maintenance | | x | | | | | Full Review should be provided | O | | 2,000 |
| Housekeeping | | x | | | | | Full Review should be provided | O | | 2,000 |
| Return Air Duct | | x | | | | | Full Review should be provided | O | | 2,000 |
| FINISHING ROOM | N/A | N/A | | | | | N/A | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | |

| | Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|--|-------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|------------------------------------|---|----------------|------------------|
| | | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| | Safety Equipment | | | | | | | | | | |
| | Eye Wash Station | | x | | | | | Lacks Standard testing of eye wash | O | | 500 |
| | Emergency Stop (3 min) | x | | | | | | Appears to be standard. | C | | |
| | Gas cut off switch | x | | | | | | Appears to be standard. | C | | |
| | Fire Extinguishers | x | | | | | | Appears to be standard. | C | | |
| | Fire Blankets | x | | | | | | Appears to be standard. | C | | |
| | Emergency Response Procedures | | x | | | | | Should be Reviewed | O | | 1,000 |
| | Intercom/Office Contact | x | | | | | | Appears to be standard. | C | | |
| | First Aid Supplies | x | | | | | | Appears to be standard. | C | | |
| | Eye Protection | | x | | | | | Should be Reviewed | O | | 1,000 |
| | Emergency Shower | | n/a | | | | | | | | |
| | Protective Clothing | | x | | | | | Should be Reviewed | O | | 5,000 |
| | Hearing Protection | | x | | | | | Should be Reviewed | O | | 1,000 |
| | | | | | | | | | | | |
| | Ventilation Upgrades | | | | | | | | O | | 300,000 |
| | Safety lines | | | | | | | | O | | 7,000 |
| | Guards | | | | | | | | O | | 5,000 |
| | Electrical to code | | | | | | | | O | | 30,000 |

Completed Costs:-

Future Costs:392,500

Spectrum - Metal Shop

| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|----------------------------------|---|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| 1. Kent Lathe | x | | x | | | x | | O | | |
| 2. Standard Modern Lathe | | x | x | | | x | | O | | |
| 3. Standard Modern Lathe | | x | x | | | x | | O | | |
| 4. Advance Lathe | | x | x | | | x | | O | | |
| 5. Kao Fong Milling Machine | x | | x | | | x | | O | | |
| 6. Sioux Grinder | | x | x | | | x | | O | | |
| 7. Baldor Gender | | x | x | | | x | | O | | |
| 8. Rockwell Grinder/Belt Sander | | x | x | | | x | | O | | |
| 9. General Drill | x | | x | | | x | | O | | |
| 10. Nider Drill | x | | x | | | x | | O | | |
| 11. Rockwell Polisher/Wire | x | | x | | | x | | O | | |
| 12. Elliot Shaper | x | | x | | | x | | O | | |
| 13. Baldor Grinder | | x | x | | | x | | O | | |
| 14. Standard Modern Lathe | | x | x | | | x | | O | | |
| 15. Standard Modern Lathe | | x | x | | | x | | O | | |
| 16. DAH LIH Milling Machine | x | | x | | | x | | O | | |
| 17. Wells Metal Saw | x | | x | | | x | | O | | |
| 18. Wells Metal Saw | x | | x | | | x | | O | | |
| 19. Amaco Electric Kiln | x | | x | | | x | | O | | |
| 20. Delta Metal Chop Saw | | x | x | | | x | | O | | |
| 21. Milwaukee Chop Saw | x | | x | | | x | | O | | |
| 22. General Band Saw | x | | x | | | x | | O | | |
| 23. House of Tools Metal Saw | x | | x | | | x | | O | | |
| 24. Tennsmith Shear | x | | x | | | x | | O | | |
| 25. Tennsmith Box & Pan Break | x | | x | | | x | | O | | |
| 26. Brown & Boggs Floor Shear | x | | x | | | x | | O | | |
| 27. Brown & Boggs Floor Shear | x | | x | | | x | | O | | |
| 28. Johnson Gas Forge | x | | x | | | x | | O | | |
| 29. Johnson Gas Furnace | x | | x | | | x | | O | | |
| 30. Brown & Boggs Slip Roll | x | | x | | | x | | O | | |
| 31. Delta Drill | x | | x | | | x | | O | | |
| 32. Miller Wire X 2 Welder | x | | x | | | x | | O | | |
| 33. Miller Arc Welder | x | | x | | | x | | O | | |
| 34. Thermal Dynamics Plasma | x | | x | | | x | | O | | |
| 35. Oxy/Act Various | x | | x | | | x | | O | | |
| 36. Chritiensen Press | x | | x | | | x | | O | | |
| HAZARDOUS MATERIALS | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | | |
| Properly Stored | x | | | | | | Appears to be standard. | C | | |
| Isolation | x | | | | | | Appears to be standard. | C | | |
| Ventilated Area | x | | | | | | Appears to be standard. | C | | |
| Electrical | x | | | | | | Appears to be standard. | C | | |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Operations | | | | | | | | | | |
| Gas Cylinder Storage | | x | | | | | Full Review need to be provided. | O | | 2,000 |
| Isolation | | x | | | | | Full Review need to be provided. | O | | 2,000 |
| Equipment Condition | x | | | | | | Appears to be standard. | C | | |
| Flashback arrestors in place | x | | | | | | Appears to be standard. | C | | |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Cubicles | | | | | | | | | | |

Spectrum - Metal Shop

| | | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---|-------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|--|---|----------------|------------------|
| Equipment | | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| | Cylinder Gas Storage | | x | | | | | Full Review need to be provided. | O | | 2,000 |
| | Isolation | | x | | | | | Full Review need to be provided. | O | | 2,000 |
| | Equipment Condition | | x | | | | | Full Review need to be provided. | O | | 2,000 |
| | Flashback arrestors in place | | x | | | | | Full Review need to be provided. | O | | 2,000 |
| | | Satisfactory | Unsatisfactory | | | | | | | | |
| Plasma Operations | | | | | | | | | | | |
| | Cylinder Gas Storage | | x | | | | | Full Review need to be provided. | O | | 2,000 |
| | Isolation | | x | | | | | Full Review need to be provided. | O | | 2,000 |
| | Equipment Condition | | x | | | | | Full Review need to be provided. | O | | 2,000 |
| | Flashback arrestors in place | | x | | | | | Full Review need to be provided. | O | | 2,000 |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | | |
| | Metal Dust Collection Systems | Satisfactory | Unsatisfactory | | | | | | | | |
| | Fire Resistive Enclosure | | x | | | | | Full Review need to be provided. | O | | 2,000 |
| | Electrical | | x | | | | | Full Review need to be provided. | O | | 2,000 |
| | Maintenance | | x | | | | | Full Review need to be provided. | O | | 2,000 |
| | Housekeeping | | x | | | | | Full Review need to be provided. | O | | 2,000 |
| | Return Air Duct | | x | | | | | Full Review need to be provided. | O | | 2,000 |
| FINISHING ROOM | | | | | | | | | | | |
| | | N/A | N/A | | | | | N/A | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | | |
| Safety Equipment | | | | | | | | | | | |
| | Eye Wash Station | | x | | | | | Lacks standard eye wash station testing. | O | | 500 |
| | Emergency Stop (3 min) | x | | | | | | Appears to be standard. | C | | |
| | Gas cut off switch | x | | | | | | Appears to be standard. | C | | |
| | Fire Extinguishers | x | | | | | | Appears to be standard. | C | | |
| | Fire Blankets | x | | | | | | Appears to be standard. | C | | |
| | Emergency Response Procedures | | x | | | | | Should be reviewed. | O | | 1,000 |
| | Intercom/Office Contact | x | | | | | | Appears to be standard. | C | | |
| | First Aid Supplies | x | | | | | | Appears to be standard. | C | | |
| | Eye Protection | | x | | | | | Should be reviewed | O | | 1,000 |
| | Emergency Shower | n/a | n/a | | | | | | | | |
| | Protective Clothing | | x | | | | | Should be reviewed. | O | | 5,000 |
| | Hearing Protection | | x | | | | | Should be reviewed. | O | | 1,000 |
| | Engineering Costs | | | | | | | | | 35,000 | |
| | Ventilation Upgrade | | | | | | | | | 270,677 | |
| | Safety lines | | | | | | | | O | | 7,000 |
| | Guards | | | | | | | | O | | 5,000 |
| | Electrical to code | | | | | | | | O | | 5,000 |

Completed Costs:305,677

Future Costs:55,500

Spectrum High School - Auto Shop

| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---|--------------|----------------|---------------------|----------------|------------------------------------|--|--------|---|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| 1. FMC Balancer | x | | x | | | x | | O | | |
| 2. Onan Marine Gen Set | x | | x | | | x | | O | | |
| 3. John Bean Tire Changer | x | | x | | | x | | O | | |
| 4. Empire Sand Blaster | x | | x | | | x | | O | | |
| 5. Ammco Brake Machine | x | | x | | | x | | O | | |
| 6. Ammco Brake Lathe | x | | x | | | x | | O | | |
| 7. Sioux Valve Grinder | x | | x | | | x | | O | | |
| 8. Sand Blaster -Red | x | | x | | | x | | O | | |
| 9. Rockwell Grinder | | x | x | | | x | | O | | |
| 10. General Drill | x | | x | | | x | | O | | |
| 11. FMC Diagnostic Alignment | x | | x | | | x | | O | | |
| 12. OTC Motor Lift | x | | x | | | x | | O | | |
| 13. Power Fist Motor Lift | x | | x | | | x | | O | | |
| 14. Flammables & Combustible oil storage | x | | x | | | x | | O | | |
| | | | | | | | | | | |
| HAZARDOUS MATERIALS | Satisfactory | Unsatisfactory | Comments | | | | | | | |
| 1. Flammable & Combustible | | | | | | | | | | |
| Properly Stored | | x | | | | Review should be provided for back storage area in particular. | | O | | 2,000 |
| Isolation | | x | | | | Review should be provided for back storage area in particular. | | O | | 2,000 |
| Ventilated Area | | x | | | | Review should be provided for back storage area in particular. | | O | | 2,000 |
| Electrical | | x | | | | Review should be provided for back storage area in particular. | | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| 2. Welding Operations | | | | | | | | | | |
| Gas Cylinder Storage | x | | | | | Appears to be standard. | | C | | |
| Isolation | | x | | | | Exposure to plasma cutter noted. | | C | | |
| Equipment Condition | x | | | | | Appears to be standard. | | C | | |
| Flashback arrestors in place | x | | | | | Appears to be standard. | | C | | |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Cubicles | | | | | | | | | | |
| Cylinder Gas Storage | N/A | N/A | | | | N/A | | | | |
| Isolation | N/A | N/A | | | | N/A | | | | |
| Equipment Condition | N/A | N/A | | | | N/A | | | | |
| Flashback arrestors in place | N/A | N/A | | | | N/A | | | | |
| | | | | | | | | | | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | |
| Dust Collection Systems | Satisfactory | Unsatisfactory | | | | | | | | |
| Fire Resistive Enclosure | x | | | | | Appears to be standard. | | C | | |
| Electrical | x | | | | | Appears to be standard. | | C | | |
| Maintenance | x | | | | | Appears to be in a good condition. | | C | | |
| Housekeeping | x | | | | | Appears to be standard. | | C | | |
| Return Air Duct | x | | | | | Located outside the building. | | C | | |
| | | | | | | | | | | |
| FINISHING ROOM | Satisfactory | Unsatisfactory | | | | | | | | |
| Fire Resistive Enclosure | N/A | N/A | | | | N/A | | | | |
| Electrical | N/A | N/A | | | | N/A | | | | |
| Maintenance | N/A | N/A | | | | N/A | | | | |
| Housekeeping | N/A | N/A | | | | N/A | | | | |
| Ventilation | N/A | N/A | | | | N/A | | | | |
| Flammable Liquid Storage | N/A | N/A | | | | N/A | | | | |
| | | | | | | | | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | |
| Safety Equipment | | | | | | | | | | |
| Eye Wash Station | | x | | | | Lacks standard testing of eye wash station. | | O | | 500 |
| Emergency Stop (3 min) | x | | | | | Appears to be standard. | | C | | |

| | | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|-----------|-------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|-------------------------|---|----------------|------------------|
| Equipment | | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| | Gas cut off switch | x | | | | | | Appears to be standard. | C | | |
| | Fire Extinguishers | x | | | | | | Appears to be standard. | C | | |
| | Fire Blankets | x | | | | | | Appears to be standard. | C | | |
| | Emergency Response Procedures | | x | | | | | Should be reviewed. | O | | 1,000 |
| | Intercom/Office Contact | x | | | | | | Appears to be standard. | C | | |
| | First Aid Supplies | x | | | | | | Appears to be standard. | C | | |
| | Eye Protection | | x | | | | | Should be reviewed. | O | | 1,000 |
| | Emergency Shower | n/a | n/a | | | | | | | | |
| | Protective Clothing | | x | | | | | Should be reviewed. | O | | 5,000 |
| | Hearing Protection | | x | | | | | Should be reviewed. | O | | 1,000 |
| | Safety lines | | | | | | | | O | | 7,000 |
| | Guards | | | | | | | | O | | 2,500 |
| | Electrical to code | | | | | | | | O | | 15,000 |

Completed Costs:-

Future Costs:41,000

Victoria High - Metal Shop

| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---|--------------|----------------|---------------------|----------------|------------------------------------|----------------|--------------------------|---|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| 1. Baldor Grinder | x | | x | | | x | | O | | |
| 2. Chinhung Lathes x 4 | x | | x | | | x | | O | | |
| 3. First Mill | x | | x | | | x | | O | | |
| 4. Rockwell Drill | x | | x | | | x | | O | | |
| 5. Miller Spot Welder | x | | x | | | x | | O | | |
| 6. Hydro Therm Plasma (CNC Cutting Table) | x | | x | | | x | | O | | |
| 7. Delta Drill | x | | x | | | x | | O | | |
| 8. Delta Scroll Saw | x | | x | | | x | | O | | |
| 9. General Metal Saw | x | | x | | | x | | O | | |
| 10. Rotex Punch | x | | x | | | x | | O | | |
| 11. Baldor Polisher | | x | x | | | x | | O | | |
| 12. Brown Boggs Steel Bender | x | | x | | | x | | O | | |
| 13. Baldor Grinder/Belt Sander | | x | x | | | x | | O | | |
| 14. Brown and Boggs Break | x | | x | | | x | | O | | |
| 15. Baldor Grinder | | x | x | | | x | | O | | |
| 16. Baldor Buffer | x | | x | | | x | | O | | |
| 17. Speedy Forge | x | | x | | | x | | O | | |
| 18. Johnson Oven | x | | x | | | x | | O | | |
| 19. Spray Systems Spray Booth | x | | x | | | x | | O | | |
| 20. Miller Dial Arc x 3 | x | | x | | | x | | O | | |
| 21. Millermatic Wire Feed | x | | x | | | x | | O | | |
| 22. Lincoln Precision Tig | x | | x | | | x | | O | | |
| 23. Millematic Welder | x | | x | | | x | | O | | |
| 24. Lincoln Power Mig | x | | x | | | x | | O | | |
| 25. Lincoln PowerMatic | x | | x | | | x | | O | | |
| 26. Makita Saw | x | | x | | | x | | O | | |
| 27. Delta Bass Post Sander | x | | x | | | x | | O | | |
| 28. Delta Disk Sander | x | | x | | | x | | O | | |
| HAZARDOUS MATERIALS | | | | | | | | | | |
| Flammable Liquids | Satisfactory | Unsatisfactory | | | | | | | | |
| Properly Stored | | x | | | | | Full review is required. | O | | 2,000 |
| Isolation | | x | | | | | Full review is required. | O | | 2,000 |
| Ventilated Area | | x | | | | | Full review is required. | O | | 2,000 |
| Electrical | | x | | | | | Full review is required. | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Operations | | | | | | | | | | |
| Gas Cylinder Storage | | x | | | | | Full review is required. | O | | 2,000 |
| Isolation | | x | | | | | Full review is required. | O | | 2,000 |
| Equipment Condition | | x | | | | | Full review is required. | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | Full review is required. | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Cubicles | | | | | | | | | | |
| Cylinder Gas Storage | | x | | | | | Full review is required. | O | | 2,000 |
| Isolation | | x | | | | | Full review is required. | O | | 2,000 |
| Equipment Condition | | x | | | | | Full review is required. | O | | 2,000 |
| Flashback arrestors in place | | x | | | | | Full review is required. | O | | 2,000 |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Plasma Operations | | | | | | | | | | |
| Cylinder Gas Storage | | x | | | | | Full review is required. | O | | 2,000 |
| Isolation | | x | | | | | Full review is required. | O | | 2,000 |

| | | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---|-------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|----------------|---|---|----------------|------------------|
| Equipment | | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| | Equipment Condition | | x | | | | | Full review is required. | O | | 2,000 |
| | Flashback arrestors in place | | x | | | | | Full review is required. | O | | 2,000 |
| | | | | | | | | | | | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | | |
| | Metal Dust Collection Systems | Satisfactory | Unsatisfactory | | | | | | | | |
| | Fire Resistive Enclosure | | x | | | | | Full review is required. | O | | 2,000 |
| | Electrical | | x | | | | | Full review is required. | O | | 2,000 |
| | Maintenance | | x | | | | | Full review is required. | O | | 2,000 |
| | Housekeeping | | x | | | | | Full review is required. | O | | 2,000 |
| | Return Air Duct | | x | | | | | Full review is required. | O | | 2,000 |
| | | | | | | | | | | | |
| | FINISHING ROOM | Satisfactory | Unsatisfactory | | | | | | | | |
| | Fire Resistive Enclosure | | x | | | | | Full review for this area is recommended. | O | | 2,000 |
| | Electrical | | x | | | | | Full review for this area is recommended. | O | | 2,000 |
| | Maintenance | | x | | | | | Full review for this area is recommended. | O | | 2,000 |
| | Housekeeping | | x | | | | | Full review for this area is recommended. | O | | 2,000 |
| | Ventilation | | x | | | | | Full review for this area is recommended. | O | | 2,000 |
| | Flammable Liquid Storage | | x | | | | | Full review for this area is recommended. | O | | 2,000 |
| | | | | | | | | | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | | |
| Safety Equipment | | | | | | | | | | | |
| | Eye Wash Station | | x | | | | | Lacks Standard testing of eye wash station. | O | | 500 |
| | Emergency Stop (3 min) | x | | | | | | Appears to be standard. | C | | |
| | Gas cut off switch | x | | | | | | Appears to be standard. | C | | |
| | Fire Extinguishers | x | | | | | | Appears to be standard. | C | | |
| | Fire Blankets | x | | | | | | Appears to be standard. | C | | |
| | Emergency Response Procedures | | x | | | | | Should be reviewed. | O | | 1,000 |
| | Intercom/Office Contact | x | | | | | | Appears to be standard. | C | | |
| | First Aid Supplies | x | | | | | | Appears to be standard. | C | | |
| | Eye Protection | | x | | | | | Should be reviewed. | O | | 1,000 |
| | Emergency Shower | | n/a | | | | | | | | |
| | Protective Clothing | | x | | | | | Should be reviewed. | O | | 5,000 |
| | Hearing Protection | | x | | | | | Should be reviewed. | O | | 1,000 |
| | | | | | | | | | | | |
| | Ventilation Upgrade | | | | | | | | O | | 300,000 |
| | Safety lines | | | | | | | | O | | 7,000 |
| | Guards | | | | | | | | O | | 5,000 |
| | Electrical to code | | | | | | | | O | | 30,000 |

Completed Costs: -

Future Costs: 404,500

Victoria High - Auto Shop

| Equipment | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|---|--------------|----------------|---------------------|----------------|------------------------------------|----------------|---|---|----------------|------------------|
| | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| 1. Snap On Starting/Charging System | x | | x | | | x | | O | | |
| 2. Eliminator Battery Charger | x | | x | | | x | | O | | |
| 3. Brake Flush system | x | | x | | | x | | O | | |
| 4. AAMCO Brake Machine | x | | x | | | x | | O | | |
| 5. Sioux Valve Grinder | x | | x | | | x | | O | | |
| 6. Bend Pak Ranger Heater | x | | x | | | x | | O | | |
| 7. OTL Strut Tamer | x | | x | | | x | | O | | |
| 8. General Drill | x | | x | | | x | | O | | |
| 9. Craftsman Grinder | | x | x | | | x | | O | | |
| 10. Parts Washer | x | | x | | | x | | O | | |
| Portable Dust Sanders for Vehicle | | | | | | | Purchased new units | C | 9,037 | |
| | | | | | | | | | | |
| HAZARDOUS MATERIALS | Satisfactory | Unsatisfactory | | | | | Comments | | | |
| 1. Flammable & Combustible | | | | | | | | | | |
| Properly Stored | x | | | | | | Appears to be standard. | C | | |
| Isolation | x | | | | | | Appears to be standard. | C | | |
| Ventilated Area | x | | | | | | Appears to be standard. | C | | |
| Electrical | x | | | | | | Appears to be standard. | C | | |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| 2. Welding Operations | | | | | | | | | | |
| Gas Cylinder Storage | x | | | | | | Appears to be standard. | C | | |
| Isolation | x | | | | | | Appears to be standard. | C | | |
| Equipment Condition | x | | | | | | Appears to be standard. | C | | |
| Flashback arrestors in place | x | | | | | | Appears to be standard. | | | |
| | Satisfactory | Unsatisfactory | | | | | | | | |
| Welding Cubicles | | | | | | | | | | |
| Cylinder Gas Storage | N/A | N/A | | | | | N/A | | | |
| Isolation | N/A | N/A | | | | | N/A | | | |
| Equipment Condition | N/A | N/A | | | | | N/A | | | |
| Flashback arrestors in place | N/A | N/A | | | | | N/A | | | |
| | | | | | | | | | | |
| VENTILATION / DUST COLLECTION SYSTEMS | | | | | | | | | | |
| Dust Collection Systems | Satisfactory | Unsatisfactory | | | | | | | | |
| Fire Resistive Enclosure | x | | | | | | Appears to be standard. | C | | |
| Electrical | x | | | | | | Appears to be standard. | C | | |
| Maintenance | x | | | | | | Appears to be in a good condition. | C | | |
| Housekeeping | x | | | | | | Appears to be standard. | C | | |
| Return Air Duct | x | | | | | | Located outside the building. | C | | |
| | | | | | | | | | | |
| FINISHING ROOM | Satisfactory | Unsatisfactory | | | | | | | | |
| Fire Resistive Enclosure | N/A | N/A | | | | | N/A | | | |
| Electrical | N/A | N/A | | | | | N/A | | | |
| Maintenance | N/A | N/A | | | | | N/A | | | |
| Housekeeping | N/A | N/A | | | | | N/A | | | |
| Ventilation | N/A | N/A | | | | | N/A | | | |
| Flammable Liquid Storage | N/A | N/A | | | | | N/A | | | |
| | | | | | | | | | | |
| PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION) | | | | | | | | | | |
| Safety Equipment | | | | | | | | | | |
| Eye Wash Station | | x | | | | | Lacks standard testing of eye wash station. | O | | 500 |
| Emergency Stop (3 min) | x | | | | | | Appears to be standard. | C | | |

| | | Guards | | Recommended Spacing | | Delineation Lines - Non Skid Areas | | Action | Status (C-Complete / O - Outstanding) | Completed \$\$ | Outstanding \$\$ |
|-----------|-------------------------------|--------------|----------------|---------------------|----------------|------------------------------------|-------------------------|--------|---|-------------------------------|------------------|
| Equipment | | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | Satisfactory | Unsatisfactory | | | | |
| | Gas cut off switch | x | | | | | Appears to be standard. | | C | | |
| | Fire Extinguishers | x | | | | | Appears to be standard. | | C | | |
| | Fire Blankets | x | | | | | Appears to be standard. | | C | | |
| | Emergency Response Procedures | | x | | | | Should be reviewed. | | O | | 1,000 |
| | Intercom/Office Contact | x | | | | | Appears to be standard. | | C | | |
| | First Aid Supplies | x | | | | | Appears to be standard. | | C | | |
| | Eye Protection | | x | | | | Should be reviewed. | | O | | 1,000 |
| | Emergency Shower | n/a | n/a | | | | | | | | |
| | Protective Clothing | | x | | | | Should be reviewed. | | O | | 5,000 |
| | Hearing Protection | | x | | | | Should be reviewed. | | O | | 1,000 |
| | | | | | | | | | | | |
| | Safety lines | | | | | | | | O | | 7,000 |
| | Guards | | | | | | | | O | | 2,500 |
| | Electrical to code | | | | | | | | O | | 15,000 |
| | | | | | | | | | | Completed Costs: 9,037 | |
| | | | | | | | | | | Future Costs: 33,000 | |

Shop Services

APPENDIX D

Maintenance Services Offered - *No Charge*

Shop Teachers and Daytime Custodians may submit a Service Request (SR) for maintenance and repairs for the Facilities Maintenance Department to complete on equipment that is hard-mounted (bolted to the floor or wall) and owned by the Greater Victoria School District No.61.

Note: Equipment that is in SD61 shops that is NOT owned by SD61, will be removed.

Example of equipment: Thickness planer, lathe, router, dust extractor, grinder, welder.

Example of service: Tool sharpening (saw blades, drill bits, chisels, etc.), replacement parts (sanding belts, saw blades, grinding discs, etc.), adjustments, repairs.

Please include photos and a detailed description of the required work in your Service Request. If a replacement part is required, include the size (e.g., belt size) if possible and a photo of the equipment tag.

If you do not have access to AssetPlanner, please contact the Maintenance Manager or Assistant Manager of Maintenance.

Facilities Services Offered - *School Funded*

Principals and Vice Principals may submit Service Requests with GL attached for the following services:

- Pick up of scrap metal, old tires, and wood off-cuts are offered through our Cartage Department.
(This service can also be privately contracted directly through purchasing for use of an external service.)
- Repairs due to vandalism, theft, or abuse will be supported.
- New major equipment must be purchased and installed through Facilities. Please use the “New Equipment Acquisition / Replacement / Moving Form”.

Supplies - *School Purchased*

Project costs and consumables.

Examples: Wood, metal stock, glue, fasteners, sandpaper, welding rods, welding gases, personal protective equipment, hand tools, drill bit, etc.



FACILITIES SERVICES

491 Cecelia Road, Victoria, British Columbia, V8T 4T4

Phone 250-920-3400 ~ Fax 250-920-3461

Facilities Asset - Shop Equipment – Request for Purchase, Replacement, Moving

School: _____

Reason for Purchase, Replacement, Moving or Repair (Check off items that apply)

☐

Purchase

☐

Replacement

☐

Moving

☐

Repair

Describe the reason and work requested

The items included with this form: (Check off items that apply)

☐

Has been reviewed by the School's Health and Safety Committee.

☐

Appropriate safety procedures have been developed if required.

☐

Meets appropriate safety standards for school use.

☐

Has been reviewed by the Maintenance Department Manager.

Budget Items:

Equipment Purchase Cost \$ _____

Support Items Required (Cost)

Power \$ _____

Installation / Millwork \$ _____

Ventilation \$ _____

Safety Equipment \$ _____

Other \$ _____

Total Cost: \$ _____

Principal / Vice Principal

Building Maintenance Manager

Associate Superintendent

Facilities Asset - Shop Equipment – Request for Purchase, Replacement, Moving

1. The School Administration Team decides on the proposed work.
2. A Facilities Asset - Shop Equipment – Request for Purchase, Replacement, Moving Form is submitted, signed by:
 - a. The Principal or Vice-Principal
 - b. The Maintenance Department Manager
 - c. Associate Superintendent of Middle Schools or Secondary Schools

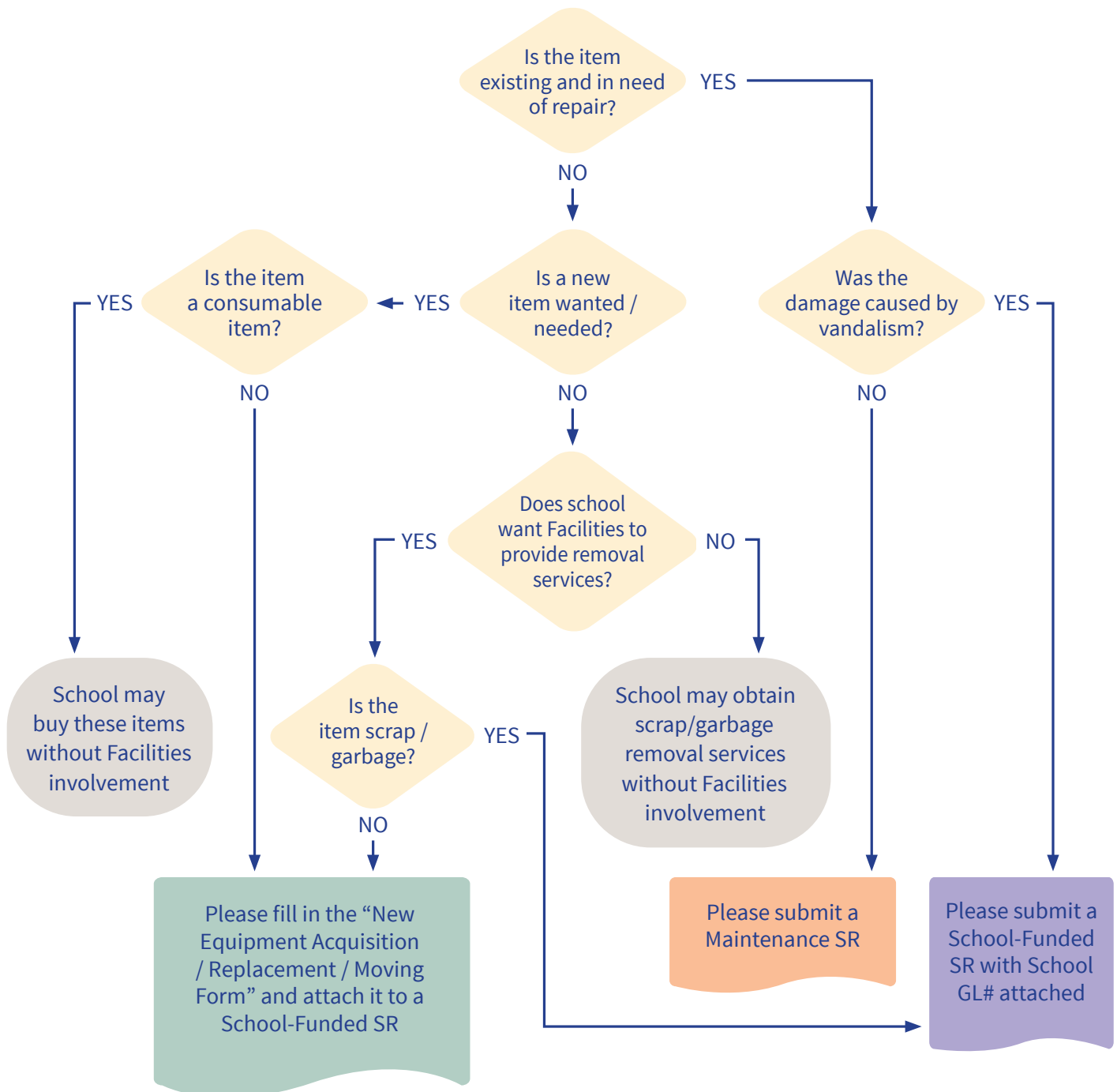
The signature of these individuals indicates that they were involved in the decision making process. This process will not continue without approval of the District, the Facilities Maintenance department and the School.

3. Once signed, the school Principal or Vice Principal can submit a *School Funded Service request* with this form attached and any other documentation that arises from the approval process.
4. The minor capital department will work with purchasing to order and install the approved equipment.

Note:

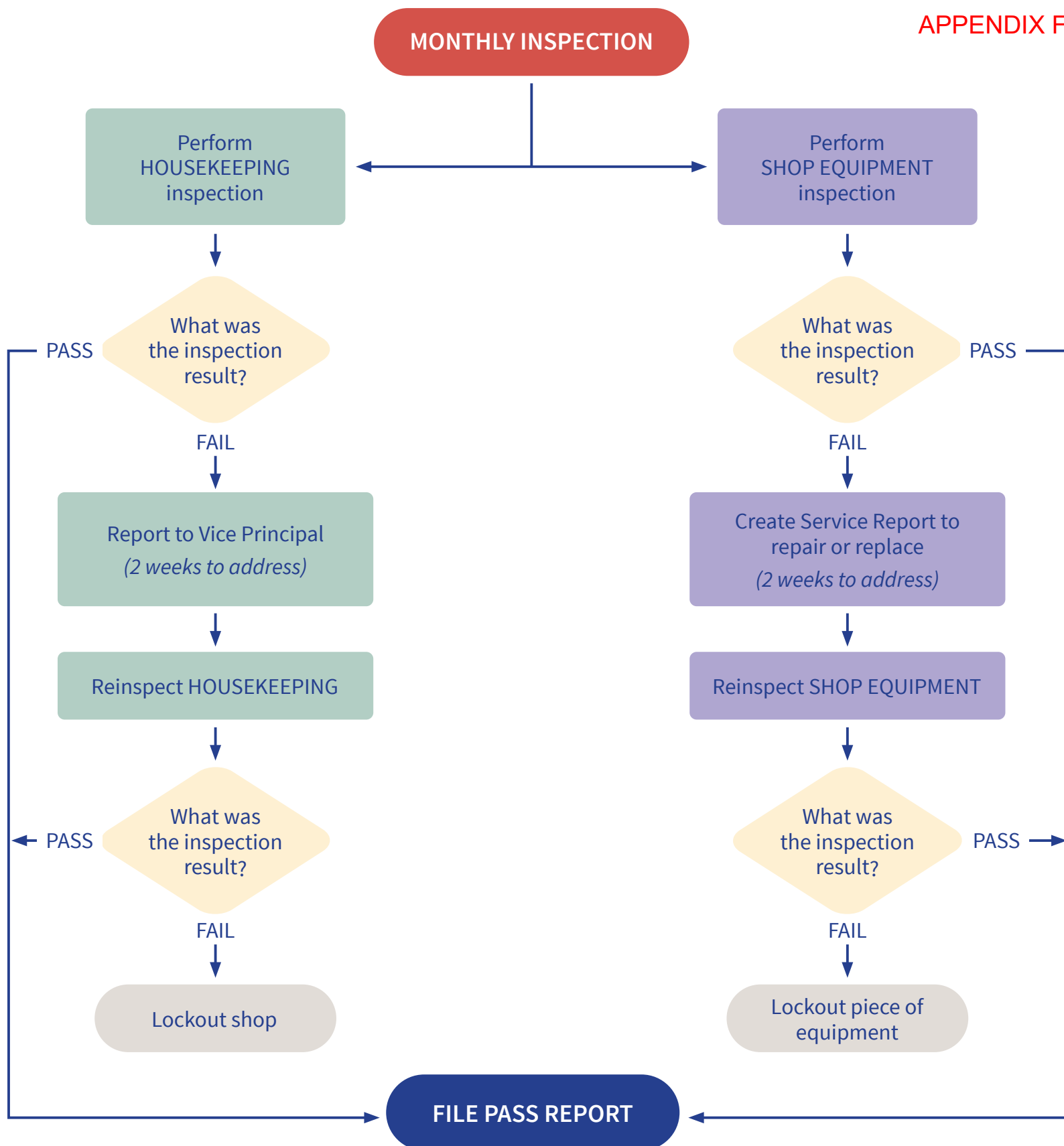
1. In some cases the purchasing department may contact the Minor Capital directly to discuss whether there may be some more economical alternative that would meet the school's needs. In such cases contact will be made directly with the Principal as soon as possible after the any change has been made.
2. The district may be obliged to adhere to its purchasing policy (If There Is One) which may involve seeking a tender or bids for certain orders and purchases.
3. The school should seek advice on all implications of purchase, repair, movement or replacement of equipment from the maintenance department during the consultation process.

SERVICE REQUEST (SR) PROCESS



Monthly Inspection Process *for Workshops*

APPENDIX F



- HOUSEKEEPING consists of tidy shop work areas and floors
- Fine dust accumulates on horizontal surfaces
- Unauthorized electrical respecting the no-encroachment zone

- SHOP EQUIPMENT consists of hard-wired and authorised equipment
- Responsible to facilities with an expectation of timely repair or replacement

Future Funding Suggestion

Priority was placed on upgrading the dust collectors.

Year 1

| | |
|--------------|--------------------|
| Glanford | \$422,030 |
| Esquimalt | \$756,620 |
| Total | \$1,178,650 |

Year 2

| | |
|--------------|--------------------|
| Shoreline | \$588,600 |
| Central | \$589,750 |
| Total | \$1,178,350 |

Year 3

| | |
|--------------|--------------------|
| Reynolds | \$723,650 |
| Colquitz | \$438,120 |
| Total | \$1,161,770 |

Year 4

| | |
|--------------|--------------------|
| Lansdowne | \$665,660 |
| Cedar Hill | \$510,600 |
| Total | \$1,176,260 |

Year 5

| | |
|--------------|--------------------|
| Arbutus | \$592,275 |
| Rockheights | \$600,925 |
| Total | \$1,193,200 |

Year 6

| | |
|--------------|--------------------|
| Vic High | \$637,050 |
| Oak Bay | \$471,019 |
| Total | \$1,108,069 |

Year 7

| | |
|-----------------|--------------------|
| Mt. Doug | \$691,248 |
| Central - Metal | \$384,500 |
| Total | \$1,075,748 |

Year 8

| | |
|---------------------------------------|--------------------|
| Lambrick Park | \$736,220 |
| Spectrum, Gordon Head, Monterey | \$311,900 |
| Total | \$1,048,120 |

Year 9

| | |
|--------------------|--------------------|
| Arbutus - Metal | \$394,500 |
| Cedar Hill - Metal | \$394,500 |
| Esquimalt - Metal | \$392,500 |
| Total | \$1,181,500 |

Year 10

| | |
|-----------------------|------------------|
| Lambrick Park - Metal | \$394,500 |
| Esquimalt - Auto | \$49,000 |
| Oak Bay - Metal | \$352,500 |
| Total | \$796,000 |

Year 11

| | |
|-----------------------|------------------|
| Mt. Doug - Metal | \$392,500 |
| Mt. Doug - Auto | \$34,500 |
| Mt. Doug - Air Hanger | \$13,500 |
| Reynolds - Metal | \$392,500 |
| Reynolds - Auto | \$41,000 |
| Total | \$874,000 |

Year 12

| | |
|-------------------|------------------|
| Shoreline - Metal | \$392,500 |
| Spectrum - Metal | \$55,500 |
| Spectrum - Auto | \$41,000 |
| Vic High - Metal | \$404,500 |
| Vic High - Auto | \$33,000 |
| Totals | \$926,500 |

Update for January 11th, 2021

Building Maintenance Services | Minor Capital | Major Capital
Operations | Transportation | Health & Safety | Climate and Energy Management

BUILDING MAINTENANCE SERVICES

SJ Willis – Steam Heating System Issues

- Completed multiple steam trap repairs.
- Replaced existing piping on lines that have become extremely deteriorated.
- Adjusted pipe hangers to provide necessary grade for drainage on condensate lines where required.
- School reported significant improvements after work completed on the December 5/6 weekend.
- Work continues this week (January 6) and ramping up as all the steam traps parts arrive. Staff are aware the same protocols are to be used as the work was carried out prior to Christmas.



Steam Piping and Steam Traps Under SJ Willis

COVID

- Requests for plexiglass barriers have slowed to a crawl, assumption being everyone has what they require to feel safe and comfortable at work.
- We will continue to offer installation of barriers and other means as they come up.

VFA District Survey

- VFA has finished their tour and assessment of the District buildings.
- We have their summary report in hand and will receive the full in depth report in early 2021.
- We will then review the full report and plan immediate and future items as described in the report.

SPP District Survey Expected to resume in 2021.

MINOR CAPITAL

Below is a small summary of the work in process or newly approved.

Oaklands – Outdoor Classroom

- Building is underway

Artimus Outdoor Classroom

- Waiting on building permit

Lansdowne South

- Playground is nearing completion

Inclusive Learning Spaces

- Drawings and prep being completed for following sites,
 - South Park
 - Macaulay
 - Lansdowne North & South
 - Hillcrest
 - Gordon Head

Torquay Solar

- Solar Panels have been installed
- Waiting on BC Hydro and Technical Safety BC for final sign offs



Shoreline Stairs

- Stairs for the outside hill are being designed for the safety of staff and students.
- Drawings have been submitted to the Township of View Royal for building permit

Federal COVID Funding

- The following schools are in the process of having sinks installed or designed for various classrooms
 - Margaret Jenkins – 4 sinks
 - Willows – 2 sinks
 - Doncaster -1 sink
- Facilities is working with the following schools to determine the best outdoor teaching space within the municipal guidelines and their budget. The Engineer has completed drawings and consultation on location needs to occur and submission for building permit.
 - Mt. Doug – 2 structures (one 10 x 14' and one 18 x 14')
 - Doncaster – 2 smaller structures 10 x 14'
- Facilities is working on adding HRVs and door grilles/fans to various rooms and portables throughout the SD to increase the ventilation within these spaces.

Office Space Built in Trades Building

- Small 10 x 12 Office built in the new Tolmie Trades Building

Child Care Studio Progress

- Tillicum
 - Plumbing complete
 - Waiting on furnace and HRV delivery
 - On schedule for units to be completed by Feb 1, 2021
- Macaulay
 - Plumbing Complete
 - Waiting on furnace and HRV delivery for installation
 - Fire Verification scheduled for Dec 29, 2020.
 - On schedule for units to be completed by Feb 1, 2021
 - Child care provider is working with VIHA to license unit
- Campus View
 - Construction well underway. Building is closed in
 - Drying out units before floors installed
- Vic West
 - Final Inspections completed and waiting on City of Victoria for final documents.
 - Child care provider is working with VIHA to license the units.
- Oaklands
 - Site Prep awarded and underway.
 - All long lead materials ordered.
- George Jay
 - Site Prep awarded and underway.
 - All long lead materials ordered.
- Following site waiting on building permit approval
 - Braefoot
- Following sites are in the design stage
 - Marigold
 - Eagle View
 - View Royal



MAJOR CAPITAL

Vic High Seismic Upgrade and Addition

SCOPE

Seismic upgrading of the original 1913 Heritage Building, the 1955 gymnasium addition, and the construction of a new addition to support an increase in school capacity from 800 to 1000 students. The addition of a Neighborhood Learning Center to provide additional Community space is also included. SJ Willis School was renovated to accommodate Victoria High School for two years while seismic upgrading and the addition are completed.

STATUS

Construction work is complete at SJ Willis School and Victoria High School – Topaz is now open. Design and Permitting is underway for Vic High, and interior demolition and abatement is underway. Interior excavation for footings has started; underpinning, rock anchors and concrete will start in January 2021.



BUDGET

The anticipated budget is about \$80 Million, inclusive of all Supplementary and Reserve Items and an NLC, including the renovation and upgrade costs to SJ Willis School.

ANTICIPATED SCHEDULE

Construction at Vic High - Fernwood will complete in July 2022, followed by school re-opening in the upgraded building in September 2022.

Cedar Hill Middle School Seismic Upgrade/Replacement

SCOPE

Cedar Hill Middle School comprises the original school built in 1931 (as Mount Douglas High School) and numerous additions, resulting in nine distinct building blocks, all of which are deemed to be High seismic risk. The entire school will be seismically upgraded and/or replaced, per Options discussed. The addition of a Neighborhood Learning Center to provide additional Community and Daycare spaces is also being considered, depending on the approved Option.

STATUS

We have revised and resubmitted the Project Definition Report, at the Ministry's request, to reflect a possible Ministry approval date of March 2021.



BUDGET

About \$46 Million for the replacement Option, including all Reserve and Supplementary amounts, and a Neighborhood Learning Centre

OPTIONS CONSIDERED

We considered two basic Options for Cedar Hill School.

The 1st Option is to seismically upgrade the entire School, maintaining the existing capacity and footprint. This would require that the students be relocated to our closed SJ Willis School, and the school be closed for 18 to 24 months.

The 2nd Option is to construct a new school of the same capacity on the existing North sports field. After construction and relocation of the school, the existing school would be demolished. It is proposed that an NLC space would also be included. This is the Preferred Option, and is the one submitted to the Ministry for Approval.

At the moment it looks like going full net zero will be an additional 2.5 to 3 million dollars. During the PDR process this was identified after looking at options with consultants.

Braefoot Seismic Upgrade

This project came in under budget by just over \$2,000,000.00. We expect less than \$10,000.00 in further expenditures to follow (Consultants charges for As-Built drawings) which is expected.

OPERATIONS

With the recent snow and heavy rainfall, we had a few floods occur during the first week of winter break. We were able to redeploy staff from different sites to ensure that every building was safe, cleaned up, and ready for January start up. A huge thank you to all staff who stepped up during these minor crises.

These past few months have seen a few retirements from long-standing custodians of the district. We would like to wish Rob Klassen, Wes Winter, and Larry Northwood a happy retirement. Their experience will be missed.

With these retirements and an slight increase in absenteeism, we have brought on 8 new custodians since the end of November. We hope that the winter break will allow our staff to recharge and we can train our new staff to ensure each site is disinfected daily.

TRANSPORTATION

We are still looking to help out schools for field trips or academy bus moves. Due to the current situation not a lot of extracurricular bus trips are taking place.

ENERGY MANAGER

Prepare for Energy Manager Assessment EMA (mid-January 2021) combined with Quarter 1 (Q1) BC-Hydro report which goes over progress made with measures to reduce energy consumption and Green House Gas (GHG) emissions.

Artemis EV charger station

- Assess project (complete)
- Quote project (complete)
- Apply for Clean BC rebate thru BC Hydro

Zoom meetings with other district energy managers to develop best plan for next 5 years.

Push for completion of Mount Douglas, Eagleview, and Doncaster LED Lighting by month end.

- Mount Douglas 95% complete
- Doncaster 85% complete (gym and outside lights)
- Eagleview 90% complete (hallway sensors)
- Begin Reynolds, Lansdowne LED Lighting projects for completion April, 2021.

CLIMATE and ENERGY MANAGMENT

We have been invited to join the City of Victoria's Climate Change Adaptation Working Group. One of the goals of the group is to improve community resilience and climate preparedness while providing tools to undertake adaptation planning processes.

Our Energy Manager, Brian Leslie will represent the district at these meetings.

OCCUPATIONAL HEALTH & SAFETY

Items:

- Indoor Air Quality (IAQ) Investigation
- Personal Protective Equipment (PPE) Inventory New
- District Occupational Health and Safety (DOSH) meeting recommendation planning
- New Administrative Assistant Orientation
- Develop daily health check tracking system
- Develop Safe Work Practice for a variety of processes

Priority (January)

- Execution Plan – Facilities Health and Safety Management System

THE NETWORKS, COMMUNICATION and SECURITY SYSTEMS DEPARTMENT

The Team has been focusing on clearing up security issues and the results have been a significant reduction in false alarms and call outs. We are prepping for a large projection and audio systems going into the gym at Willows and completing the final steps for the audio system at Eagle View. The 2020 phase of the Managed Print Services project with the IT Department is wrapping up. The last group of schools for this year was Victor, Willows, Margaret Jenkins, Quadra, Hillcrest, S.J.Burnside and Cloverdale. We are now beginning the preparation at Central, Cedar Hill, Rockheights, Shoreline, Sir James Douglas, Monterey, Glanford, Rogers, South Park and Doncaster.

We have completed most of the preparation work and are expecting the delivery of the voice amplification systems any day now and we will begin to install them in early January 2021. The fact that they interconnect with our existing Tec packages makes the installation quick, with minimal interruption in the classroom. As part of this project we brought one system in early and tested it in multiple classrooms around the district and the feedback has been extremely positive from the teachers.





School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4106 Fax (250) 475-4112

Office of Trustee Diane McNally

To: Operations Policy and Planning Standing Committee

From: Trustee Diane McNally

Re: Report Menu and Submenus SD61 Website, OPPS Agenda Nov 9/20

Date: November 2, 2020

Background

Trustees, parents, and other partners / stakeholders spend a frustrating amount of time searching through agendas and minutes, even when using the “search” function, to find specific information reports and updates from the District Team, Facilities, Senior Administration, and other staff who present reports to the Board. There is a “Reports” menu under “Our District” high level menu, but very few reports are filed there.

Rationale

A submenu repository for all reports made to the Board or Standing Committees would not create additional work for staff once the menus are set up by IT, while significantly simplifying the work of Trustees, as well as creating additional transparency and ease of access to critical information for partners and stakeholders. Student Representatives, who are already busy, will be able to find information that affects their learning, an aspect of student engagement particularly applicable at the secondary level. All reports from staff are critical information and should be easily and quickly available online.

Alignment With Strategic Plan

- Aligns with Core Value “Transparency”: “Accountable for decisions we make and how we make them”
- Aligns with Core Value “Engagement”: “We work to actively engage students in their education and make them feel more connected to their learning”
- Aligns with Core Value “Partnerships”: “Open and respectful partnerships”

Recommendation

That the Board of Education SD61 Greater Victoria direct the Superintendent to direct the Information Technology Department to set up submenus under the “Our District” menu, between “Provincial School Act” and “Trustee Elections”, and

Further, that the Superintendent develop a protocol by the end of November 2020 with staff that will ensure all public reports are placed in the appropriate file, following approval / receipt by the Board, the day after the meeting that approves / receives the report.

Board of Education

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4106 Fax (250) 475-4112

Chair: Jordan Watters Vice-Chair: Elaine Leonard
Trustees: Nicole Duncan, Tom Ferris, Angie Hentze,
Diane McNally, Ryan Painter, Rob Paynter, Ann Whiteaker

TO: Board of Education
FROM: Trustee Duncan
RE: Motion for OPPS
DATE: January 11, 2021

Background: Since 2008 the School District of Greater Victoria No. 61 has been required to submit an annual Carbon Neutral Action Report. Previous reports can be found via the following url:

<https://www2.gov.bc.ca/gov/content/environment/climate-change/public-sector/cnar/annual-reports-cnars-table>

This reporting sets out our emission profile, the total offsets to reach net-zero emissions and the actions we have taken in the calendar year to offset our emissions in line with our obligations under the Climate Change Accountability Act and Carbon Neutral Government Regulation.

In the 2019 Carbon Neutral Action Report, we set out that the Board of Education, “...*clearly recognizes its role as a leader in environmental stewardship and will continue to support initiatives that will reduce energy consumption and reduce our impact on the environment.*” (2019 Carbon Neutral Action Report, p. 3) In this report we also commit to posting the Carbon Neutral Action Report to our website by June 2020.

School Districts are in a unique position to show leadership in mitigating and adapting to address the impacts of climate change. We are a member of the public sector with responsibility to both manage our resources such as our buildings and infrastructure in an environmentally sustainable manner, and to support an environmental ethic including the importance of sustainability in our educational programs.

Rationale:

The recommendation set out in the proposed motion is to create a Climate Accountability Working Group to assist our District to identify potential actions to minimize School District

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

greenhouse gas emissions, plans to continue to minimize those emissions and to meet our obligations under the Climate Accountability Act and CleanBC.

According to our Board Policy 3324 Environment *“[t]he Board of School Trustees believes that the maintenance of our environment is necessary to the quality of our lives. Further, it believes that the district and its schools have the responsibility of fostering and reinforcing positive environmental concepts, concepts that will enhance the relationship between living things and their natural and built surroundings.*

The introduction of these concepts must begin early in the life of each child in order to develop a responsible environmental ethic which will be sustained throughout life.”

The proposed motion supports the Board's Environment Policy 3324 which includes three broad areas of focus: 1) environmental practices; 2) environmental education; 3) environmental management.

Environmental practices focuses on purchasing (such as prioritizing the purchase of products that are the least harmful to the environment), waste management and facilities management.

Environmental education refers to supporting integrated environmental studies whereby the district fosters the use of an environmental theme at every level as a focus for integrating existing curriculum and inclusion of environmental education resources in school library/resource centres, environmental studies that encourage the inclusion of Ministry of Education and locally developed environmental studies course/and or units in the program offerings of schools including integrating appropriate environmental field trips.

Environmental management refers to the District's commitment to considering the environmental impact in the planning of all operational and educational programs and to working with community and government agencies to support good environmental practices.

The proposed motion also supports the Board's Policy 4216.22 Energy, Environment and Climate Change which states *“The Board of Education takes it as its responsibility to ensure that every effort is made to conserve energy and resources in order to reduce the District's carbon foot print. This requires an ongoing, integrated and systematic approach to energy management, including assessing performance, setting goals, creating an action plan, and tracking and communicating results. Greenhouse emission reduction is the joint responsibility of the trustees, administrators, staff, and students. Every employee is expected to be cognizant of their energy use and contribute to energy efficiencies.”*

In addition, the proposed motion supports the operation of Regulation 3323 Purchasing Services which sets out our District's stated commitment to considering the environmental impacts of our procurement decisions from a perspective of the overall life cycle value, so from purchase to end of life considerations (i.e. disposal, reuse or recycling).

In undertaking its work the Climate Accountability Working Group should be made aware of our District's obligations under the Climate Accountability Act and CleanBC. Relevant Board policy

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and regulations should be considered by the Climate Accountability Working Group when reporting recommendations to the appropriate Standing Committee of the Board. In my view, ongoing monitoring and evaluation of our District's progress in order to identify areas for improvement is a matter of ensuring our compliance with the Board's policies and regulations, obligations under the School Act (i.e. section 74 Management of Schools and Property), in addition to the Board's responsibility under the Climate Accountability Act, associated regulations and CleanBC.

Alignment to Strategic Plan:

The proposed motion aligns with all goals of the Strategic Plan aimed at supporting and improving learners' personal and academic success, physical and mental well being. At the core of the proposed motion is a clear commitment to our District's Strategic Plan and the core values expressed in that plan of sustainability, social responsibility, innovation, openness and transparency. In June 2019 our Board recognized that the breakdown of the stable climate and sea level under which human life has developed constitutes an emergency. We know that we must take action to mitigate and adapt to address climate change. The action directed in the motion is intended to support ongoing climate accountability.

Recommended motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to establish a Climate Accountability Working Group comprised of representatives from our stakeholder groups, including: staff, students, parents and representatives from First Nations along with Trustees in order to identify potential actions to minimize School District greenhouse gas emissions, plans to continue to minimize those emissions and to meet our obligations under the Climate Accountability Act and CleanBC.

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