



**The Board of Education of School District No. 61 (Greater Victoria)
Combined Education Policy and Directions Committee and Operations Policy and Planning
Committee Meeting**

AGENDA

Monday, December 7, 2020, 7:00 p.m.

Broadcasted via YouTube

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

Chairperson: Trustee Duncan (Education Policy), Trustee Leonard (Operations Policy)

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

Recommendation:

That the December 7, 2020 Combined Education Policy and Directions Committee and Operations Policy and Planning Committee meeting agenda be approved.

B. EDUCATION POLICY AND DIRECTIONS COMMITTEE

B.1. Approval of the Minutes

1

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

Recommendation:

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

B.2. Business arising from Minutes

C. PRESENTATIONS TO THE COMMITTEE

- C.1. ISP Annual Report - Director Davis 7

D. NEW BUSINESS

- D.1. Introduction of Student Representative
- D.2. District Team Update - Languages and Multicultural Initiatives - District Principal Burgers and Teacher Challies 20
- D.3. Diversity & Inclusion Forum Update - Deputy Superintendent Whitten 32
- D.4. Advocacy Committee Update - Trustee Whiteaker 34

E. NOTICE OF MOTION

F. GENERAL ANNOUNCEMENTS

G. OPERATIONS POLICY AND PLANNING COMMITTEE

- G.1. Approval of the Minutes 36

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

Recommendation:

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

- G.2. Business Arising from Minutes

H. PRESENTATIONS

- H.1. HDR Architecture Associates, Inc. re: Victoria High School - Associate Director of Facilities and Manager of Major Capital Projects Soles

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 | 42 |
| b. | Draft Bylaw 9140, Ad Hoc Committee of the Board | 48 |
| c. | Draft Policy 8251, Trustees' Code of Conduct | 51 |
| d. | Draft Bylaw 9130.4, Audit Sub-Committee | 58 |
| e. | New Policy: Whistleblower Protection | 60 |
| f. | Abandonment of Policies | 62 |

Recommendation:

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.

K.2.	Monthly Financial Report: November 2020 - Secretary-Treasurer Morris	72
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K.3.	2021-2022 Budget Process - Secretary-Treasurer Morris	75
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Recommended Motion:

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

L. FACILITIES PLANNING

L.1. SJ Burnside Upgrade Project Report - Secretary-Treasurer Morris	76
<p>At its June 22, 2020 Regular Open Board Meeting, the Board of Education carried the following resolution:</p> <p><i>That the Board of Education of School District No. 61 (Greater Victoria) direct the Audit Committee to review the SJ Burnside upgrade project from the fiscal year 2018/2019 and 2019/2020 and provide the Board of Education a report that identifies the following:</i></p> <ol style="list-style-type: none"><i>1. the budget allocated to the SJ Burnside upgrade project in all relevant fiscal years;</i><i>2. the expenses and resulting surplus or deficit for each fiscal year;</i><i>3. the work that is outstanding to date;</i><i>4. the budget and cost management processes in place during the SJ Burnside upgrade project;</i><i>5. reporting and monitoring measures in place during the SJ Burnside upgrade project;</i><i>6. external reporting standards in place during the SJ Burnside upgrade project</i><i>7. all steps taken to enforce financial controls and to mitigate financial risks to the School District during the SJ Burnside upgrade project; and</i><i>8. the Audit Committee recommendations regarding possible areas of improvement to District risk assessment, risk management and internal financial controls.</i>	
L.2. Online Registration - Director Information and Technology for Learning Canty and Associate Superintendent Roberts	89
L.3. December 2020 Operations Report - Director of Facilities Morris	93
L.4. Shops Audit Findings and Status Report - Secretary-Treasurer Morris	102

M. NEW BUSINESS

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

196

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.

N. NOTICE OF MOTION

O. GENERAL ANNOUNCEMENTS

P. ADJOURNMENT

Recommendation:

That the meeting adjourn.

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



Education Policy and Directions Committee Meeting

MINUTES

November 2, 2020

Tolmie Boardroom, 556 Boleskine Road

Trustees Present: Nicole Duncan, Tom Ferris, Diane McNally, Ryan Painter, Rob Paynter, Ann Whiteaker

Administration: Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Colin Roberts, Associate Superintendent, Harold Caldwell, Associate Superintendent, Andy Canty, Director of IT for Learning, Doug Smith, VPVPA Representative, Cindy Graf, GVTA Representative, Christine Payne, VCPAC Representative, Tammy Renyard, District Principal, Tammy Sherstobitoff, District Principal-Human Resources Services, Jon Hamlin, District Vice Principal, John Harris, Elders & Indigenous Knowledge Facilitator, Vicki Hanley/Kelly Gorman (recorders)

A. COMMENCEMENT OF MEETING

The Meeting was called to order at 7:00 p.m.

A.1 Acknowledgement of Traditional Territories - Jon Hamlin and John Harris

Elders & Indigenous Knowledge Facilitator, Harris and District Vice Principal, Hamlin welcomed gave the acknowledgement of Territories and introduced a new "Welcome to the Lekwungen Territory" video.

Elders & Indigenous Knowledge Facilitator, Harris and District Vice Principal, Hamlin leave the meeting.

A.2 Approval of the Agenda

Moved by Trustee Ferris

That the November 2, 2020 agenda be approved.

Motion Carried Unanimously

A.3 Approval of the Minutes

Moved by Trustee Painter

That the September 14, 2020 Education Policy and Directions Committee meeting minutes be approved.

Motion Carried Unanimously

A.4 Business arising from Minutes

None

B. PRESENTATIONS TO THE COMMITTEE

B.1 VCPAC Member Feedback - Kristil Hammer, VCPAC President

The president announced the new VCPAC executive and informed the goals for 2020-21.

1. Increase connectivity and communications.
2. Support District Strategic plan.
3. Participate on newly formed Equity Scan and aim to have VCPAC representation on all committees.

President also outlined successes and challenges as expressed by families in a recent outreach to parents.

C. NEW BUSINESS

C.1 Introduction of Student Representatives

- a. Lassah Johnson, Esquimalt High School

C.2 District Team Update - Tammy Sherstobitoff & Tammy Renyard

District Principal-Human Resources Services, Sherstobitoff provided an update on the Educational Assistant bridge program 34 out of 40 hires remain in the District. District Principal, Renyard provided an update on District Team supports and initiatives including the "Pulling Together: Equity in Education", PRO D Day on October 23 where 720 employees participated. Trustees provided thanks to the District Team for their ongoing work.

District Principal-Human Resources Services, Sherstobitoff and District. District Principal, Renyard leave the meeting.

C.3 District Team Operational Plan Update - Deputy Superintendent Whitten, Associate Superintendents Caldwell & Roberts

Deputy Superintendent Whitten provided Trustees with an overview and directed them to the package information and highlighted the District Team Operational plan:

- One goal with three strategies
- Alignment to budget
- Data aligned with measurable outcomes.

Questions of clarification were asked. Trustees thanked the District Team for their on-going work.

C.4 MyEd Forms - Trustee Painter

Trustee Painter presented the following motion and provided rationale.

Moved by Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) write a letter to the Ministry of Education requesting that MyEd specific forms include "X" as an option for the "Gender" category

AND FURTHER

That the request of notification of gender for parents and siblings be removed.

Motion Carried Unanimously

C.5 Foundation Skills Assessment #1 - Trustee Whiteaker

Trustee Whiteaker presented the following motion and provided a rationale:

Moved by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) write the Ministry of Education requesting the cancellation of the Foundation Skills Assessment for the 2020-2021 school year during COVID-19.

Motion Carried Unanimously

C.6 Foundation Skills Assessment #2 - Trustee Whiteaker

Trustee Whiteaker presented the following motion and provided a rationale for motion:

Moved by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) instruct the Superintendent to instruct principals to advise parents who opt their children out of Foundation Skills Assessment, not excluded from writing the FSA as described in the FSA Administration Manual, that optional learning opportunities and spaces cannot be accommodated, therefore they will be required to keep their student home if they choose to opt out.

Motion Defeated Unanimously

Discussions ensued among the Trustees with a recommendation to defeat the motion.

C.7 Religious Accommodation - Trustee Paynter

Trustee Paynter presented the following motion and provided rationale.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to develop a policy addressing religious accommodation in schools in consultation with local religious and First Nations leadership, with specific attention to:

- Creation of a multi-faith calendar identifying key religious and spiritual days of observance developed;

- Guidance respecting how practices can be reasonably accommodated;
- Direction on how parents and/or students can request accommodation for their practices and/or days of observance; and
- Direction to staff regarding their obligations to recognize requests for religious accommodation in scheduling activities, tests and assignments.

Discussion ensued among the Trustees with a recommendation to amend the motion to the following:

Moved by Trustee Ferris

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to develop a policy addressing religious accommodation in schools in accordance with the British Columbia Human Rights Code, after consultation with the Victoria Multifaith Society and Indigenous leadership, with specific attention to local religious and First Nations leadership, with specific attention to:

- Creation of a multi-faith calendar identifying key religious and spiritual, cultural and ceremonial days of observance, developed;
- Providing guidance respecting how practices can be reasonably accommodated;
- Developing procedures for how parents and/or students can request accommodation for their practices and/or days of observance; and
- Providing direction to staff regarding their obligations to recognize requests for religious accommodation under the Human Rights Code in scheduling activities, tests and assignments.

For (3): Trustee Duncan, Trustee Ferris, and Trustee McNally

Against (1): Trustee Painter

Motion Carried (3 to 1)

C.8 Mental Health Grant - Associate Superintendent Caldwell

Associate Superintendent Caldwell presented the spending plan for the \$48,000 mental health grant via the Ministry Of Education:

- Indigenous perspectives and culturally safe and inclusive environments
- Compassionate Systems Leadership
- Inquiry-based conversations around data
- Social and emotional learning, trauma-informed practice and mental health literacy

D. NOTICE OF MOTION

E. GENERAL ANNOUNCEMENTS

F. ADJOURNMENT

The meeting adjourned at 9:24pm

Moved by Trustee McNally

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



One *Learning* Community



International Student Program (ISP)

Update December 7, 2020

Jeff Davis, Director ISP

International Student Program Priorities for 2020-2021



- Provide additional support for the emotional needs of students
- Expand *Global and Intercultural Skills Program*
- Expand *International Education Victoria* initiatives
- Return to pre-COVID-19 enrolment levels

International Student Program Priorities for 2020-2021

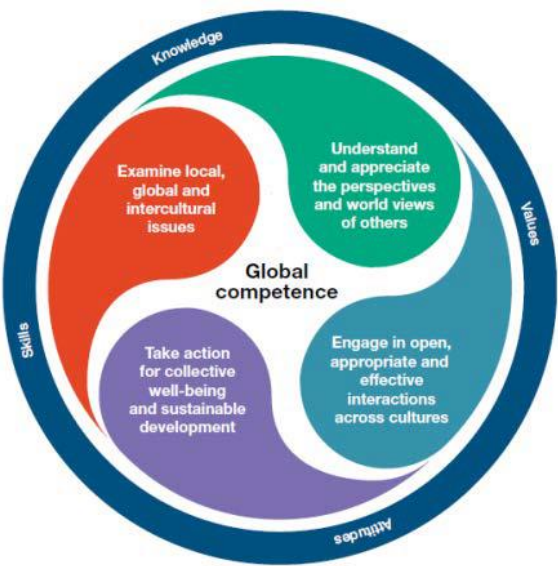


- Review ISP risk mitigation strategies
- Uplands Campus: expand program options and review homestay program
- Ensure new ISP operational plan enables and aligns with District Strategic Plan

Additional Support for the Emotional Needs of Students



- Added counselling support in Spanish, Vietnamese, and Thai
- Additional check-ins for students and homestay families during pandemic



Expand Global and Intercultural Skills Program (GISP)



- Continue engagement with Ministry of Education, International Branch and 13 partner BC School Districts
- Explore GISP overlap with concept of *Cultural Responsiveness*

Expand International Education Victoria Initiatives

- Operationalize pathways with UVic, Camosun, Royal Roads, Saanich School District, and Sooke School District in 2021



Return to pre-COVID ISP Enrolment Levels



- Focusing on virtual marketing and recruitment efforts for Fall 2021
- ISP is positioned well for return to 1000 FTE by Fall 2022

ISP Risk Mitigation Strategies



- Review ISP documents and forms for risk mitigation
- Research to support ISP best practices with provincial (IPSEA) and national associations (CAPS-I)



Uplands Campus: Expand Program Options and Review Homestay Program



- Created new academic summer program: July and August 2020
- Assess homestay capacity for 2021

ISP Operational Plan

2015 - 2019

Goal #1 To explore new initiatives that will benefit learners in our school district.

Goal #2 To refine and improve existing programs and practices as a means to align with the changing context in our school district and the international education sector.

Goal #3 To refine ISP marketing and recruitment initiatives to align with the changing context in the international education sector.

ISP Operational Plan

2021 – 2025

Following the new Greater Victoria School District #61 Strategic Plan:

- Continued focus on enhancing a culturally responsive mindset in our School District
- Ensure the individuals and groups ISP serves are reflected in the new ISP Operational plan
- Continued focus on supporting the emotional needs of International Students under our care
- Ongoing engagement in the International Education Sector through work with Provincial (IPSEA) and National (CAPS-I) Associations

Thank you & Questions

Operational Plan - *District Team*

2020-2021



Goal:

Develop a greater understanding and knowledge of culturally responsive and equitable learning, teaching and working environments in order to close the opportunity and achievement gaps for all learners.

Strategy 1:

Develop a framework that will be used by district staff and stakeholders to increase their understanding and ensure implementation of culturally responsive and equitable learning, teaching, and working environments.

Strategy 2:

Develop and support high quality culturally responsive and equitable learning opportunities and resources in order to close the achievement gaps for all learners.

Strategy 3:

Utilize the Equity Scan to critically examine personal and systemic biases, attitudes, beliefs, values and practices to inform future growth and change.

- Professional Development Planning
- Resource Selection
- Inter-departmental Collaborations
- Community Partnerships / Provincial Networking

Strategy 1:

Develop a framework that will be used by district staff and stakeholders to increase their understanding and ensure implementation of culturally responsive and equitable learning, teaching, and working environments.

Professional Development Learning Series

- Virtual French Author Visits
- Read aloud in second language classrooms webinar
- Second Language Literacy Series
- Intercultural Competencies in an Immersion Setting
- Teaching Proficiency through Reading and Storytelling (TPRS)
- Core French Express
- Late French Immersion Teacher Collaborations
- In school co-planning supports

- ELL Series with Tan Huynh:
 - Social Emotional Learning
 - Culturally Responsive Pedagogy
 - Co-planning / Co-teaching

Professional Specialist Association Conferences

- APPIC, BCATML, BLCA

Strategy 2:

Develop and support high quality culturally responsive and equitable learning opportunities and resources in order to close the achievement gaps for all learners.

Resources

- ELL Newsletter
- Remote Learning Support
- FSL Hybrid Learning Support
- Idello (online French resource site)
- TPRS online portal (French, Spanish, ELL)
- Yabla (French, Spanish, ELL video resource)
- FRIMM Teacher Collaboration Drives
- Resource Selection Support for Dual Track
- Sustaining French Language in Secondary ¼ System
- ELL levelled culturally responsive resources

Strategy 2:

Develop and support high quality culturally responsive and equitable learning opportunities and resources in order to close the achievement gaps for all learners.

Inter-departmental / Community Collaborations

- Indigenous Elementary Resource Kits in French!
- Pathways and Partnerships (Career Education Work Books) in French!
- Dual Track Library Websites in French (Equitable access to student digital resources)
- Student Wellness Snapshots....in French!
- Inter-Cultural Association of Greater Victoria
 - Settlement Workers in School (SWIS)
 - ICA Youth Program
 - IRCC SDI: Addressing racism and building welcoming learning environments for BC schools
- UVIC, SFU, BC consortiums, Holocaust Awareness Society

Strategy 2:

Develop and support high quality culturally responsive and equitable learning opportunities and resources in order to close the achievement gaps for all learners.



Support the ongoing professional learning of French language teachers

Facilitate resource support and collaboration among French language teachers

Support inclusive practices in second language learning settings

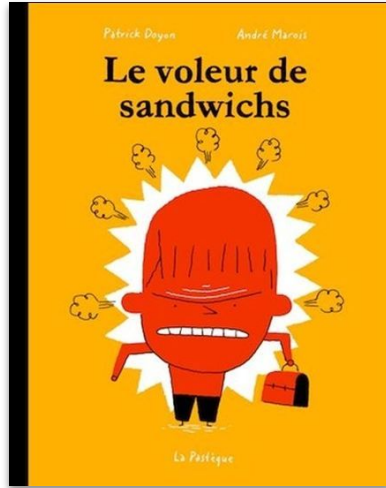
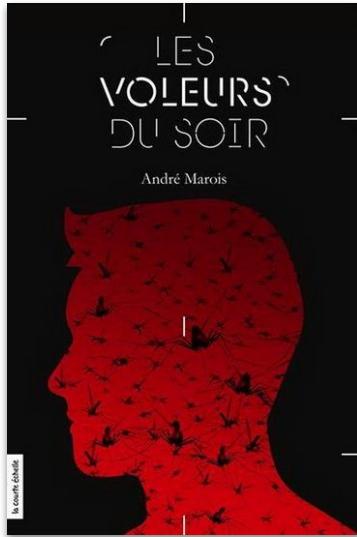
Strengthen partnerships between departments and provincially to further support language learners.



Modern Languages

Connecting with Francophone
cultures through story

Operational Plan - *District Team*
2020-2021



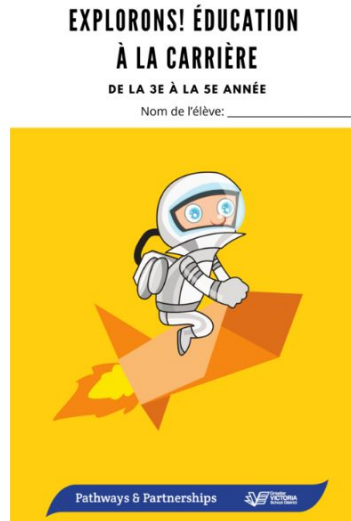
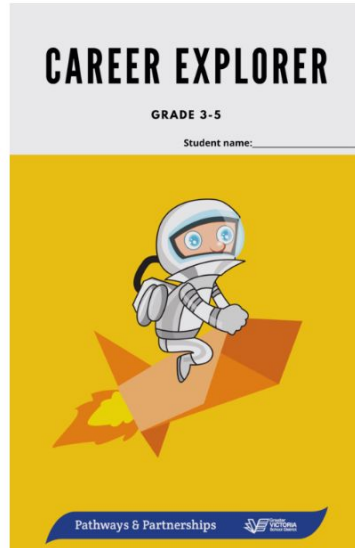
Modern Languages

Strengthening partnerships
with Indigenous Education

Operational Plan - *District Team*
2020-2021



Career Education workbooks.



If it doesn't feel
right it's okay to...

- ... walk away
- ... cancel plans
- ... ask for help
- ... change your mind
- ... be true to yourself!

ACCESS THE MONTHLY SNAPSHOTS HERE



One Learning Community



Si tu ne te sens pas à
l'aise, tu peux...

- t'en aller
- annuler tes plans
- demander de l'aide
- changer d'avis
- faire confiance à ton
instinct

POUR ACCÉDER
AUX APERÇUS MENSUELS



One Learning Community



Operational Plan - *District Team* 2020-2021



7, December, 2020

To: The Education Policy and Directions Committee

Re: Diversity and Inclusion Forum Update

The purpose of the memo is to provide an update regarding the Diversity and Inclusion Forum as well as current inclusive learning initiatives underway in the district.

Background

In November 2019 the District hosted the first annual Diversity and Inclusion Forum. The forum was facilitated by Leyton Schnellert and played an important role in continuing to explore ways to support all student's learning and well-being in a safe, responsive and inclusive learning community.

Given the success of the first Diversity and Inclusion Forum, a student forum was planned for the Spring of 2020 and the second annual Diversity and Inclusion Forum was planned for November 2020. Unfortunately due to COVID the student forum and the annual forum were postponed.

Despite the postponement of the forums several opportunities have evolved as a result of the information we gathered from the District's Inclusion survey, Diversity and Inclusion Forum, Thoughtexchange, and the Budget Round Table discussions.

The feedback clearly identified some key areas of focus. These areas include:

- the need to provide additional human resources;
- professional learning opportunities for all staff in the areas of ADHD behaviour support, Autism, and ELL;
- additional mental health supports for students;
- systems and structures for parents to be able to easily understand and navigate SD 61 inclusive learning supports;
- appropriate programming for students with disabilities and diverse abilities (with their age-appropriate peers and cognitively appropriate peers).

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.

Office of the Superintendent

Deb Whitten – Deputy Superintendent

In response to the feedback, the District Team has been working on several new initiatives, including:

- *Connecting Assessment, Planning and Programming* – website;
<https://sites.google.com/sd61learn.ca/capp/home>
- Professional Learning opportunities: Behaviour as Communication, and Person Centred Planning;
- K-2 Early Literacy interventions;
- Meeting with VCPAC Inclusion Sub-committee to discuss District Inclusive Learning Guidebook for parents and caregivers;
- Educational Assistant Professional development series January 2021;
- Competency IEP Inquiry project in collaboration with Educational Psychologists, Occupational Therapists, District Learning Support Teachers, Speech and Language Pathologists and four pilot schools.

Despite the postponement of the Diversity and Inclusion Forums the district is moving forward on many exciting initiatives as we continue to create an inclusive and culturally responsive learning environment that will support and improve all learners' personal and academic success.

Deb Whitten

Deputy Superintendent

Greater Victoria School District No. 61

Office: ###

Cell: ###

 www.sd61.bc.ca |   @sd61schools

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.

To: Education Policy and Directions Committee
From: Advocacy Ad Hoc Committee
Date: December 7, 2020
RE: Student assessment through pandemic

The Advocacy Ad Hoc Committee recently reviewed a motion referred to the committee May 25 referencing a letter from the Greater Victoria Teachers' Association regarding student assessments during pandemic, sent to Trustees May 4 2020. On June 22, the Board tasked the Advocacy committee to consider the following as per the Advocacy Committee memo presented to the Board.

1. Review the Reporting Guidelines provided to teachers by the District Team at the beginning of May, 2020, which incorporates information from the BC Student Progress Report Order and the Continuity of Learning Planning Guide for Teachers;
2. Have the District Team prepare a document for parents, as the team did in the spring of 2020, to be distributed by schools in September 2020, which outlines how students at each grade level will be evaluated in the 2020-21 school-year; and
3. Revisit the topic in the fall of the 2020-21 school-year, after the district has had an opportunity to experience a reporting cycle while remote learning has been the primary instructional method, if in-person instruction for students continues to either be limited or suspended.

The Advocacy Ad Hoc Committee has considered the tasks, motion, and letter around assessment concerns raised during Covid-19 school closures and has determined no action is required at this time. The majority of students within our district have returned to full-time, in-class instruction and normal assessment guidelines. Teachers are assessing and reporting on these students as per the BC Student Progress Report Order. For those students that returned to a Hybrid or Remote (immuno-compromised) learning option, their teachers are assessing and reporting progress as per the BC Student Progress Report Order and are receiving support regarding compliance.

The committee also noted that elementary schools will be reviewing the assessment and reporting guidelines during the 2020-2021 school year and may shift in the 2021-2022 school year from letter grades to proficiency scales for grades 4 and 5. Once drafted this will be presented to the Board.

Respectfully,

Advocacy Ad Hoc Committee

History

On May 4, GVTA sends letter to Board of Education regarding advocacy around assessment during Covid

On May 25, Trustee McNally Presents motion to Board regarding GVTA advocacy letter

On June 4, Colin Roberts advised the Education Policy Committee that recommendations are in the process of being drafted and will be brought forward the Board with respect to assessment.

On June 22, The Advocacy Committee reported to the Board of Education that more time was required and requested that the topic be revisited in the fall of the 2020-2021 school year.

Dec 7, 2020 report presented to Board



Operations Policy and Planning Committee Meeting

REGULAR MINUTES

November 9, 2020, 7:00 p.m.

Tolmie Boardroom, 556 Boleskine Road

Trustees Present: Elaine Leonard, Rob Paynter, Angie Hentze , Ann Whiteaker, Jordan Watters

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, Kelly Gorman, Recorder, Vicki Hanley, Recorder

Other Staff, Stakeholders & Guests: Chuck Morris, Director of Facilities Services, Kristil Hammer, VCPAC President, Jane Massey, CUPE 947 President, Connor McCoy, GVPVPA President, Andy Canty, Director – Information Technology for Learning, Mark Morrison, Second VP & Health & Safety Officer, GVTA.

1. COMMENCEMENT OF MEETING

The meeting was called to order at 7:00pm.

1.1 Acknowledgement of Traditional Territories

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

1.2 Approval of the Agenda

That the November 9, 2020 Operations Policy & Planning Committee meeting agenda be approved.

Moved by Trustee Whiteaker

That the November 9, 2020 agenda be approved.

Motion Carried Unanimously

1.3 Approval of the Minutes

Moved by Trustee Whiteaker

That the October 19, 2020 Operations Policy and Planning Committee meeting minutes be approved.

For (5): Trustee Leonard, Trustee Paynter, Trustee Hentze, Trustee Whiteaker, and Trustee Watters

Motion Carried (5 to 0)

1.4 Business arising from Minutes

None

2. PRESENTATIONS TO THE COMMITTEE

3. SUPERINTENDENT'S REPORT

3.1 Recognition of Student Representative

Superintendent Green reported that Bryn Nyvall from Spectrum Community School could not be in attendance.

4. PERSONNEL ITEMS

5. FINANCE AND LEGAL AFFAIRS

5.1 Policy Sub-Committee Report

a. Policy Review Summary and Action Plan

Trustee Watters provided a brief background regarding the role of the Policy Sub-Committee as set out in Bylaw 91303.3 and presented a summary and action plan that guides the work of the committee.

- b. Draft Bylaw 9360, General Meeting of the Board - Continuation: Items 9-15

Chair Leonard referred to the draft copy of Bylaw 9360 *General Meeting of the Board* and reminded Trustees that items #6-8 were previously discussed at the October 19, 2020 meeting and the committee members would pick up the discussion at item #9. Items 9 through 15 were discussed and by consensus it was agreed that the draft bylaw would be reviewed at the December 7th, 2020 Operations Policy and Planning Committee meeting.

- c. Draft Policy 6161.5, Instruction: School Gardens

Draft Policy was reviewed and amendments were made:

- That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy 6161.5 *Instructions: School Gardens*; as amended AND FURTHER
- Direct the Superintendent to develop an Administrative Procedure.

That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy 6161.5 *Instruction: School Gardens*; AND FURTHER

Direct the Superintendent to develop an Administrative procedure.

For (5): Trustee Leonard, Trustee Paynter, Trustee Hentze, Trustee Whiteaker, and Trustee Watters

Motion Carried (5 to 0)

- d. Draft Bylaw 9140, Ad Hoc Committee of the Board

Bylaw was reviewed and amendments were suggested. The Policy Sub-Committee will revise and bring to next meeting.

- e. Draft Policy 8251, Trustees' Code of Conduct

Trustees' Code of Conduct was reviewed. Trustees to review the document and email Trustee Leonard and Trustee Watters input. The Policy Sub-Committee will revise and bring to next meeting.

- f. Regulation 3323, Purchasing Services

Secretary-Treasurer Morris presented updated Regulation 3323 for information. The regulation:

1. Confirms software purchases route through ITL
2. and updates thresholds for pricing.

5.2 2020-2021 Budget Change Report: November 2020

Secretary Treasurer Morris presented the Budget Change Report for Nov 2020. Questions of clarification were asked.

5.3 Monthly Financial Report - October 2020

Secretary Treasurer Morris provided Trustees the Monthly Financial Report for October 2020. The yearly expenses were compared against those from the year prior. Questions of clarification were asked.

6. FACILITIES PLANNING

6.1 HVAC System: Update

Director of Facilities Services Morris, presented an update on the HVAC Systems in the district.

6.2 BCTEA Transportation Agreement 2020-21

Associate Superintendent Roberts presented on the BCTEA Transportation Agreement 2020-21. Both the Songhees Nation and the Esquimalt Nation have chosen "Option 1: Status Quo Plan Rollover" for the 2020-21 school-year. The agreements now require the signatures of the respective Nations' Chiefs and Directors, and the signature of the Board Chair before the documents are submitted to the Ministry of Education.

6.3 Operations Update: November 2020

Director of Facilities Services Morris, presented the Monthly Operations Update for November 2020 including an overview of recent work, progress on major and minor capital projects, transportation, and ventilation. Trustees thanked Mr. Morris and his team for their ongoing hard work.

6.4 Information Technology for Learning Update: Andy Canty

Director - Information Technology for Learning Canty provided Trustees a presentation on Information Technology for Learning Update.
Superintendent Green thanked Andy and his team for work during COVID.
Kudos from the board as well.

7. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

8. NEW BUSINESS

8.1 Website Report Menu and Sub-Menu - Trustee McNally

Moved by Trustee Whiteaker

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 Joint Education Policy and Directions Committee/Operations Policy and Planning Committee meeting on December 7th, 2020.

Motion Carried Unanimously

8.2 Budget Allocation Process - Trustee Paynter

Secretary Treasurer Morris asked that the concept/approach in the motion be added to the overall District budget process for 2021-2022 to be considered in the bigger context of the total budget.

Trustee Painter presented the following motion and rational, citing the motion is not an immediate action item:

Moved by Trustee Whiteaker

That the motion "That the Board of Education of Greater Victoria (School District 61) direct the Superintendent to develop an annual budget process that targets the supports needed for vulnerable students (specifically students requiring special education assessments, those with special education designations and students living in poverty) to fulfill their potential and pursue their aspirations as the primary objective, followed by

allocation of remaining resources on a per student basis. FURTHER, that the District:

- *Make standard the use of early screening tools to identify learning difficulties and behavioural or developmental challenges;*
- *Provide additional staff time to support early intervention programming at the K-5 level;*
- *Actively participate in delivering wrap-around programming and support for students including inclusive childcare, after school programming, and family support programs where appropriate, through engaged cooperation with provincial agencies, municipalities and community associations." be referred to an Operations Policy and Planning Committee meeting no later than April 12, 2021.*

Motion Carried Unanimously

9. NOTICE OF MOTION

10. GENERAL ANNOUNCEMENTS

11. ADJOURNMENT

The meeting adjourned at 9:02pm.

Moved by Trustee Whiteaker

That the meeting adjourn.

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

Chair

Secretary-Treasurer

BYLAW 9360

GENERAL MEETING OF THE BOARD

1. The Board of Education of School District 61 ~~shall~~ **will regularly** meet ~~in general session~~ 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 ~~shall~~ **will** be on the second Monday of the month.
2. In addition to the regularly scheduled meetings of the Board ~~in general session~~, the **newly elected** Board, ~~as elected, shall~~ **will** meet for the first time within 30 days after the official results of the election of trustees ~~shall~~ **will** have been declared, for the purpose of receiving the results, the swearing in of ~~the new~~ Trustees, and the selection of the Chair and Vice-Chair of the Board. This inaugural meeting of the Board ~~shall~~ **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.** ~~to various agencies where the Trustees have regular representation and the appointment of Trustees to internal and external committees shall 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 ~~general~~ **or extra-ordinary** meeting of the Board, in addition to the regularly scheduled **general** meetings of the Board. ~~upon not less than forty-eight hours' notice in writing to all trustees.~~
5. A special ~~general~~ meeting of the Board ~~may~~ **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:

- The 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 ~~11:00 p.m.~~ 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)~~ In the event that the named speaker does not wish to speak, the speaking opportunity will be forfeited.

- * 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. ~~Wherever possible,~~ The public will be encouraged to attend the Education Policy and Directions, or the Operations Policy and Planning Standing Committee meetings rather than a Board meeting in order to facilitate dialogue with the public

before decisions are made. Discussion and debate of issues takes place at two regularly scheduled Standing Committee meetings each month. During the Standing Committee meetings, members of the public make presentations and discussions often ensue with committee members, stakeholder groups, and staff.

In addition to the opportunities to present at Standing Committees, employee partner groups including the Greater Victoria Teachers' Association (GVTA), the Canadian Union of Public Employees (CUPE) Local 947 and Local 382, the Victoria Parent Advisory Councils (VCPAC), Esquimalt and Songhees Nations, Youth Representatives Committee, and the Victoria Principals and Vice-Principals Association (VPVPA), are able to provide comment on specific motions prior to them being voted on by the Board. The Board Chair will ask stakeholder representatives whether they would like to provide comment on motions prior to the Board of Education considering the motion. Each stakeholder representative will have up to two minutes to provide comment through the Chair.

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 ~~shall~~ *may* fail to conclude the business of the agenda by the time of adjournment the Chair may ~~designate not more than one additional meeting, to be held within one week on the day and date designated by the Chair.~~ *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. ~~The~~ *All* agendas ~~shall~~ *will* be prepared and circulated by the Chair of the Board, with input from the Vice-Chair, the Superintendent, the Secretary-Treasurer and the Deputy Superintendent (the Agenda Setting Committee), 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.

9. ~~There shall be an agenda circulated to all trustees not less than three days prior to each regularly scheduled meeting of the Board in general session, and not less than forty eight hours prior to a special meeting of the Board in general session.~~
10. The agenda shall **will** be approved by ordinary motion as the first item of business at each meeting.
11. The Agenda shall **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 Student Achievement Presentations; District Presentations; Community Presentations—Presentations of which first priority will be given to schools, and then to the public and community.**
- B. Correspondence
- C. Chair's Report; Trustee Reports (~~including Reports from Trustee Representatives with Other Public Bodies~~)
- D. Board Committee Reports:
- (1) Education Policy and Directions Motions
 - (2) Operations Policy and Planning Motions
- E. ~~District Leadership Team~~ **Staff** Reports
- F. Question Period
- G. Public Disclosure of In-Camera Items
- H. New Business/Notice of Motions
- I. Adjournment

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

12. An **electronic** copy of the **General Meeting** Agenda ~~shall~~ **will** be made available to the media, partner groups and the public (website) through the Secretary-Treasurer's office ~~on the day after copies are delivered to trustees, and such Agenda shall have attached the Committee Reports.~~ **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 ~~Board~~ **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 ~~must~~ **will** provide a minimum of ~~48~~ **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 ~~shall~~ **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

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

Revised: December 14, 2015

Revised: June 20, 2016

Revised: April 24, 2017

Revised: April 23, 2018

Revised:

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.

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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 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

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

Page 2 of 2

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

Last			Title	Action	Reason
Type	Number	Adopted			
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



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

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

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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each student's success in learning within
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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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each student's success in learning within
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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



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

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



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

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

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - November 2020

	2020-2021					2019-2020				
	Budget	Nov 2020	YTD	Available	% !!	Budget	Nov 2019	YTD	Available	%
602 CE/HL OTHER FEES	500	81	141	359	72% !!	500	45	85	415	83%
605 CE/HL REGISTRATION FEES	12,300	725	3,625	8,675	71% !!	12,475	2,325	6,775	5,700	46%
621 MINISTRY BLOCK FUNDING	183,882,816	17,861,484	56,473,005	127,409,811	69% !!	181,291,074	17,616,291	55,531,556	125,759,518	69%
629 OTHER MIN OF ED GRANTS	7,715,000	1,094,836	2,566,820	5,148,180	67% !!	6,909,680	285,853	815,402	6,094,278	88%
641 REVENUE -OTHER PROV MINISTRIES	91,409	8,859	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	20	30,641	(2,060)	-7%
644 CE/HL COURSE FEES	18,500	2,900	15,950	2,550	14% !!	18,500	2,175	7,225	11,275	61%
645 REVENUE-CAFETERIA	11,330	6,814	11,929	(599)	-5% !!	101,045	10,587	32,147	68,898	68%
647 OFFSHORE STUDENTS TUITION FEES	8,486,223	315,073	8,728,326	(242,103)	-3% !!	15,134,244	256,666	13,132,339	2,001,905	13%
648 LOCAL EDUCATION AGREEMENTS	1,030,941	265,779	531,558	499,383	48% !!	1,063,116	271,459	542,918	520,198	49%
649 MISC FEES & REVENUE	386,152	44,216	238,180	147,972	38% !!	691,406	77,549	285,028	406,378	59%
651 COMMUNITY USE OF FACILITIES	878,397	66,266	333,809	544,588	62% !!	1,819,508	129,709	438,047	1,381,461	76%
652 COMMUNITY USE OF FIELDS	66,000	450	1,407	64,593	98% !!	0	382	44,258	(44,258)	
653 COMMUNITY USE OF THEATRE	90,000	0	1,348	88,653	99% !!	26,588	16,338	33,484	(6,896)	-26%
654 PARKING FEES	17,000	600	11,100	5,900	35% !!	0	4,013	18,178	(18,178)	
655 RENTALS LIAB INS REVENUE	0	0	0	0	!!	0	355	5,220	(5,220)	
659 OTHER RENTALS & LEASES	765,667	13,562	169,842	595,825	78% !!	2,000	130,302	348,775	(346,775)	-17339%
661 INTEREST	0	535	2,549	(2,549)	!!	0	3,897	12,262	(12,262)	
669 INVESTMENT REVENUE	1,030,000	(335)	188,088	841,912	82% !!	1,030,000	77,497	468,185	561,815	55%
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	222,490,144	19,681,846	87,350,703	135,139,441	61%	228,457,776	18,885,463	86,630,205	141,827,571	62%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - November 2020

	2020-2021							2019-2020							
	Budget	Nov 2020	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Nov 2019	YTD	Encumbrances	Total Exp	Available	%
SALARIES															
111 CERTIFICATED TEACHERS	92,232,891	8,897,403	26,551,292		26,551,292	65,681,599	71%	!!	91,509,190	7,679,203	25,380,869	0	25,380,869	66,128,321	72%
112 P&VP SALARIES	14,264,021	1,362,796	5,862,192		5,862,192	8,401,829	59%	!!	13,854,934	1,103,531	5,520,576	0	5,520,576	8,334,358	60%
114 ALLIED SPECIALISTS	2,077,045	174,692	526,951		526,951	1,550,094	75%	!!	1,555,569	128,381	402,052	0	402,052	1,153,517	74%
115 DEPARTMENT HEAD ALLOWANCES	257,686	28,282	77,306		77,306	180,380	70%	!!	255,635	25,106	74,751	0	74,751	180,884	71%
120 EXEMPT STAFF (CERT)	1,236,645	107,189	498,966		498,966	737,679	60%	!!	1,167,219	88,751	459,617	0	459,617	707,602	61%
121 EXEMPT STAFF (NON-CERT)	3,716,279	291,992	1,388,716		1,388,716	2,327,563	63%	!!	3,436,452	241,409	1,246,478	0	1,246,478	2,189,974	64%
122 CUSTODIANS	2,400,837	171,446	908,391		908,391	1,492,446	62%	!!	2,255,875	264,711	967,934	0	967,934	1,287,941	57%
123 JANITORS	3,480,867	251,914	1,494,866		1,494,866	1,986,001	57%	!!	3,443,343	376,574	1,468,774	0	1,468,774	1,974,569	57%
125 FOREMEN	507,865	38,583	239,501		239,501	268,364	53%	!!	493,510	57,662	168,099	0	168,099	325,411	66%
126 TRADESMEN/LABOURERS	3,703,806	333,755	1,584,303		1,584,303	2,119,503	57%	!!	3,655,575	382,598	1,491,544	0	1,491,544	2,164,031	59%
131 SCHOOL ASSISTANT SALARIES	16,587,552	1,476,045	3,802,711		3,802,711	12,784,841	77%	!!	17,501,670	1,497,464	4,609,230	0	4,609,230	12,892,440	74%
142 CLERICAL SALARIES	8,878,888	712,385	2,864,892		2,864,892	6,013,996	68%	!!	8,650,034	672,847	2,842,272	0	2,842,272	5,807,762	67%
161 TTOC SALARIES	7,635,212	940,479	2,443,581		2,443,581	5,191,631	68%	!!	7,298,457	1,195,992	2,654,034	0	2,654,034	4,644,423	64%
165 RELIEF LABOUR	416,901	30,405	230,442		230,442	186,459	45%	!!	442,655	28,646	144,108	0	144,108	298,547	67%
167 SCHOOL ASSIST RELIEF	674,058	(14,746)	49,212		49,212	624,846	93%	!!	714,332	70,713	248,497	0	248,497	465,835	65%
168 CASUAL CLERICAL SALARIES	125,965	4,315	18,138		18,138	107,827	86%	!!	154,370	9,763	45,726	0	45,726	108,644	70%
170 MONITORS	25,000	-	-		-	25,000	100%	!!	15,917	0	0	0	0	15,917	100%
191 TRUSTEES INDEMNITY	224,095	18,465	92,274		92,274	131,821	59%	!!	218,822	18,018	90,090	0	90,090	128,732	59%
199 RECOVERIES	(314,860)	(83,004)	(260,103)		(260,103)	(54,757)	17%	!!	(531,044)	(38,827)	(212,975)	0	(212,975)	(318,069)	60%
TOTAL -- SALARIES	158,130,753	14,742,396	48,373,630	-	48,373,630	109,757,123	69%	!!	156,092,515	13,802,540	47,601,677	0	47,601,677	108,490,838	70%
BENEFITS															
211 TEACHER BENEFITS	21,971,877	1,989,032	6,501,069		6,501,069	15,470,808	70%	!!	21,321,878	1,423,995	6,230,601	0	6,230,601	15,091,277	71%
212 P&VP BENEFITS	2,864,159	213,532	980,848		980,848	1,883,311	66%	!!	2,757,129	169,064	910,673	0	910,673	1,846,456	67%
214 ALLIED SPECIALISTS BENEFITS	427,871	34,329	103,759		103,759	324,112	76%	!!	295,560	21,109	84,481	0	84,481	211,079	71%
215 DEPT HEAD ALLOWANCE BENEFITS	61,587	4,466	11,485		11,485	50,102	81%	!!	59,564	4,495	11,913	0	11,913	47,651	80%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	380,735	9,748	(211,137)		(211,137)	591,872	155%	!!	0	41,302	(167,749)	0	(167,749)	167,749	
220 EXEMPT (CERT) - BENEFITS	237,368	16,284	82,563		82,563	154,805	65%	!!	230,619	14,194	78,629	0	78,629	151,990	66%
221 EXEMPT (N-CERT) BENEFITS	720,720	45,851	243,568		243,568	477,152	66%	!!	676,694	39,731	225,301	0	225,301	451,393	67%
222 CUSTODIAN BENEFITS	528,185	36,206	206,234		206,234	321,951	61%	!!	527,262	54,412	225,778	0	225,778	301,484	57%
223 JANITOR BENEFITS	765,791	86,355	325,176		325,176	440,615	58%	!!	805,686	70,958	308,549	0	308,549	497,137	62%
225 FOREMEN BENEFITS	111,730	12,018	49,261		49,261	62,469	56%	!!	115,067	8,943	38,804	0	38,804	76,263	66%
226 TRADESMEN/LABOURER BENEFITS	814,837	66,617	367,178		367,178	447,659	55%	!!	853,744	73,568	347,080	0	347,080	506,664	59%
231 SCHOOL ASSISTANT BENEFITS	3,947,808	362,775	1,021,945		1,021,945	2,925,863	74%	!!	4,279,516	366,600	1,189,238	0	1,189,238	3,090,278	72%
242 CLERICAL BENEFITS	2,112,680	167,996	729,062		729,062	1,383,618	65%	!!	2,120,802	166,620	762,809	0	762,809	1,357,993	64%
261 TTOC BENEFITS	1,396,904	173,742	461,126		461,126	935,778	67%	!!	1,334,070	219,068	510,765	0	510,765	823,305	62%
265 RELIEF LABOUR BENEFITS	59,617	(18,564)	43,806		43,806	15,811	27%	!!	64,184	12,547	50,455	0	50,455	13,729	21%
267 RELIEF ASSISTANT BENEFITS	75,573	8,746	34,782		34,782	40,791	54%	!!	87,616	18,518	59,431	0	59,431	28,185	32%
268 CASUAL CLERICAL BENEFITS	21,192	(7)	65		65	21,127	100%	!!	21,605	163	411	0	411	21,194	98%
270 MONITORS BENEFITS	2,525	-	-		-	2,525	100%	!!	1,513	0	0	0	0	1,513	100%
291 TRUSTEE BENEFITS	13,670	1,123	5,610		5,610	8,060	59%	!!	4,376	1,079	5,393	0	5,393	(1,017)	-23%
299 OTHER - BENEFITS	(67,441)	(1,858)	(1,858)		(1,858)	(65,583)	97%	!!	(57,689)	0	0	0	0	(57,689)	100%
TOTAL -- BENEFITS	36,447,388	3,208,392	10,954,542	-	10,954,542	25,492,846	70%	!!	35,499,196	2,706,365	10,872,562	0	10,872,562	24,626,634	69%
SERVICES & SUPPLIES															
310 PROFESSIONAL & TECHNICAL SERVICE	10,000	-	-	-	-	10,000	100%	!!	10,000	0	40	0	40	9,960	100%
311 AUDIT	26,924	-	296	-	296	26,628	99%	!!	25,000	0	28,651	0	28,651	(3,651)	-15%
312 LEGAL	93,580	12,364	51,953	-	51,953	41,627	44%	!!	178,580	6,480	23,089	0	23,089	155,491	87%
323 SOFTWARE MAINTENANCE	1,046,778	24,154	547,045	-	547,045	499,733	48%	!!	1,003,369	24,135	540,489	264	540,753	462,616	46%
324 HARDWARE MAINTENANCE	99,099	-	96,790	-	96,790	2,309	2%	!!	85,806	0	85,424	0	85,424	382	0%
331 CONTRACTED TRANSPORTATION	987,107	103,493	207,597	771,716	979,312	7,795	1%	!!	1,048,412	115,332	242,613	679,753	922,366	126,046	12%
332 TRANSPORTATION ASSISTANCE	32,353	2,643	8,193	-	8,193	24,160	75%	!!	32,353	2,951	4,713	0	4,713	27,640	85%
334 SCHOOL JOURNEYS	19,524	-	113	-	113	19,412	99%	!!	82,200	24,763	59,536	0	59,536	22,664	28%
341 PRO-D & TRAVEL	1,323,156	48,059	241,845	-	241,845	1,081,311	82%	!!	1,023,786	160,292	498,830	0	498,830	524,956	51%
342 TRAVEL MILEAGE	3,193	-	-	-	-	3,193	100%	!!	4,298	1,794	3,543	0	3,543	755	18%
343 LOCAL MILEAGE	77,135	1,597	11,861	-	11,861	65,274	85%	!!	88,654	6,952	19,424	0	19,424	69,230	78%
345 STAFF TRAINING	0	0	0	0	-	0	!!	!!	4,424	0	4,424	0	4,424	0	0%
364 VEHICLE LEASES	115,235	10,633	56,373	-	56,373	58,862	51%	!!	115,235	9,603	57,632	0	57,632	57,603	50%
371 MEMBERSHIP FEES	108,678	713	94,754	-	94,754	13,924	13%	!!	107,515	(370)	92,768	0	92,768	14,747	14%
391 PREMIUMS	372,100	1,004	362,791	-	362,791	9,309	3%	!!	359,998	25	374,108	0	374,108	(14,110)	-4%
399 SERVICES RECOVERY	(1,378)	(1,247)	(14,805)	-	(14,805)	13,427	-974%	!!	(7,594)	(1,806)	(7,470)	0	(7,470)	(124)	2%
421 VISA EXPENSE	27,000	1,467	6,379	-	6,379	20,621	76%	!!	30,763	3,814	13,999	0	13,999	16,764	54%
422 BANK SERVICE CHARGES	117,655	8,045	29,638	-	29,638	88,017	75%	!!	124,261	10,368	42,234	0	42,234	82,027	66%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - November 2020

	2020-2021						2019-2020								
	Budget	Nov 2020	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Nov 2019	YTD	Encumbrances	Total Exp	Available	%
431 LAND TELEPHONE	137,651	15,298	62,811	-	62,811	74,840	54%	!!	150,722	25,648	53,613	0	53,613	97,109	64%
438 CELL PHONES	804,175	23,432	94,961	-	94,961	709,214	88%	!!	797,968	23,370	110,304	0	110,304	687,664	86%
441 POSTAGE	45,045	1,787	22,958	2,274	25,232	19,813	44%	!!	56,592	1,319	23,151	2,274	25,425	31,167	55%
444 COURIER SERVICE	12,664	5,990	20,596	-	20,596	(7,932)	-63%	!!	30,649	3,336	14,870	0	14,870	15,779	51%
445 ADVERTISING	79,452	6,293	48,028	-	48,028	31,424	40%	!!	237,900	8,388	134,069	0	134,069	103,831	44%
446 PHOTOCOPYING	198,717	50,879	60,188	-	60,188	138,529	70%	!!	226,321	703	43,154	0	43,154	183,167	81%
447 PRINTING SERVICES	42,674	111	6,123	-	6,123	36,551	86%	!!	52,949	17,007	24,611	0	24,611	28,338	54%
448 AGENT FEE	135,326	(4,737)	167,513	-	167,513	(32,187)	-24%	!!	1,275,380	226,836	912,536	0	912,536	362,844	28%
450 GRANTS	89,827	38,408	38,408	-	38,408	51,419	57%	!!	62,350	0	0	0	0	62,350	100%
451 CULTURAL ENRICHMENT	10,232	-	-	-	-	10,232	100%	!!	8,060	1,140	2,718	0	2,718	5,342	66%
452 HONORARIA	17,647	1,025	2,225	-	2,225	15,422	87%	!!	13,342	2,400	4,480	0	4,480	8,862	66%
453 SCHOLARSHIPS	-	-	6,000	-	6,000	(6,000)	-100%	!!	7,000	0	4,000	0	4,000	3,000	43%
457 GIFT / GIFT CERTIFICATES	4,666	482	855	-	855	3,811	82%	!!	2,472	200	673	0	673	1,799	73%
459 LAUNDRY	0	0	0	0	-	0	0	!!	0	0	110	0	110	(110)	-100%
460 LICENCES	20,500	-	-	10,469	10,469	10,031	49%	!!	20,500	0	0	21,692	21,692	(1,192)	-6%
461 FREIGHT AND CARTAGE	200	-	(100)	-	(100)	300	150%	!!	200	0	0	0	0	200	100%
462 SECURITY	100,434	11,775	53,610	13,691	67,301	33,134	33%	!!	100,282	9,799	69,758	15,850	85,607	14,675	15%
467 FLEET TELEMATICS	19,200	4,131	18,725	-	18,725	475	2%	!!	19,200	1,605	5,220	0	5,220	13,980	73%
468 CONTRACT SERV - FACIL	526,574	65,125	399,775	57,010	456,785	69,789	13%	!!	672,337	69,984	298,227	90,829	389,056	283,281	42%
469 MISCELLANEOUS SERVICES	2,020,533	172,392	747,298	523,136	1,270,434	750,099	37%	!!	2,696,239	352,015	1,120,434	590,653	1,711,087	985,152	37%
481 PORTABLE MOVES	60,000	-	20,940	-	20,940	39,060	65%	!!	60,000	0	0	0	0	60,000	100%
499 COST RECOVERIES	-	(3,978)	(7,605)	-	(7,605)	7,605	0	!!	(1,019)	(10,243)	(17,065)	0	(17,065)	16,046	-1575%
501 CAFETERIA FOOD	120,202	13,598	38,313	-	38,313	81,889	68%	!!	162,197	23,075	35,504	0	35,504	126,693	78%
503 WOOD	10,617	4,926	5,618	-	5,618	4,999	47%	!!	15,125	1,175	5,100	0	5,100	10,025	66%
504 METAL	200	198	794	-	794	(594)	-297%	!!	6,436	257	918	0	918	5,518	86%
505 APPLIED TECHNOLOGY SUPPLIES	1,868	-	-	-	-	1,868	100%	!!	1,972	0	0	0	0	1,972	100%
506 DRAFTING SUPPLIES	0	0	0	0	-	0	0	!!	122	0	64	0	64	58	48%
508 AUTOMOTIVE	-	430	685	-	685	(685)	-100%	!!	2,937	381	1,000	0	1,000	1,937	66%
511 ADMINISTRATIVE SUPPLIES	237,626	24,099	91,339	-	91,339	146,287	62%	!!	348,625	33,227	126,893	0	126,893	221,732	64%
512 COPY/PRINTER SUPPLIES	171,233	20,384	48,477	-	48,477	122,756	72%	!!	197,211	24,962	67,885	0	67,885	129,326	66%
514 JANITORIAL SUPPLIES	403,383	21,034	163,730	0	163,730	239,653	59%	!!	403,383	59,603	226,300	64	226,364	177,019	44%
515 VEHICLE SUPPLIES	15,000	1,341	5,981	-	5,981	9,019	60%	!!	15,000	2,331	6,109	0	6,109	8,891	59%
516 MEDICAL SUPPLIES	5,523	(477)	2,198	-	2,198	3,325	60%	!!	4,979	505	1,760	0	1,760	3,219	65%
518 VEHICLE FUEL PURCHASES	155,098	14,818	66,175	-	66,175	88,923	57%	!!	155,298	24,995	60,657	0	60,657	94,641	61%
519 INSTRUCTIONAL SUPPLIES	10,729,984	326,681	1,275,085	210,920	1,486,005	9,243,979	86%	!!	17,429,494	459,400	1,412,435	240,265	1,652,700	15,776,794	91%
520 BOOKS & GUIDES	661,730	46,267	120,480	-	120,480	541,250	82%	!!	595,465	46,353	151,475	1,130	152,605	442,860	74%
525 MAGAZINES & PERIODICALS	4,531	2,314	3,904	-	3,904	627	14%	!!	3,505	774	1,340	0	1,340	2,165	62%
530 AUDIO VISUAL MATERIALS	-	4,779	4,945	-	4,945	(4,945)	-100%	!!	14	0	0	0	0	14	100%
534 SOFTWARE	53,043	15,225	83,550	-	83,550	(30,507)	-58%	!!	56,603	19,080	72,441	0	72,441	(15,838)	-28%
541 LIGHT & POWER	1,717,413	123,800	443,902	-	443,902	1,273,511	74%	!!	1,717,413	166,890	491,997	0	491,997	1,225,416	71%
551 GAS	1,090,848	123,133	80,930	-	80,930	1,009,918	93%	!!	1,090,848	70,615	38,275	0	38,275	1,052,573	96%
552 OIL	120,000	-	-	-	-	120,000	100%	!!	62,501	0	0	0	0	62,501	100%
561 WATER	432,060	44,160	238,944	-	238,944	193,116	45%	!!	432,060	64,855	248,518	0	248,518	183,542	42%
562 SEWER USER CHARGE	267,796	23,706	118,768	-	118,768	149,028	56%	!!	267,796	23,117	102,839	0	102,839	164,957	62%
563 STORMWATER	77,360	-	75,834	-	75,834	1,526	2%	!!	77,360	0	72,358	0	72,358	5,002	6%
572 GARBAGE DISPOSAL	216,810	25,669	77,202	0	77,202	139,608	64%	!!	216,810	22,269	73,996	0	73,996	142,814	66%
581 FURNITURE & EQUIP PURCH	876,350	44,329	526,925	63,919	590,844	285,506	33%	!!	949,311	79,046	248,469	94,874	343,344	605,967	64%
582 VEHICLE PURCHASES	98,206	-	59,486	-	59,486	38,720	39%	!!	98,206	0	10,100	0	10,100	88,106	90%
590 COMPUTER PURCHASES	1,591,027	42,925	437,177	256,302	693,479	897,548	56%	!!	1,205,882	30,821	151,661	121,857	273,518	932,364	77%
594 RECONCILIATION ADJUSTMENTS	-	5	1,422	-	1,422	(1,422)	-100%	!!	0	105	(223)	0	(223)	223	-100%
595 INTERFUND TRANSFER	100,000	-	-	-	-	100,000	100%	!!	639,270	0	0	0	0	639,270	100%
599 SUPPLIES RECOVERIES	(29,562)	(89,682)	(114,518)	-	(114,518)	84,956	-287%	!!	(96,262)	(41,831)	(61,118)	-	(61,118)	(35,144)	37%
TOTAL -- SERVICES & SUPPLIES	27,912,002	1,435,004	7,321,477	1,909,436	9,230,913	18,681,089	67%	!!	36,866,065	2,209,849	8,435,663	1,859,505	10,295,169	26,570,896	72%
GRAND TOTAL	222,490,143	19,385,792	66,649,649	1,909,436	68,559,085	153,931,058	69%	!!	228,457,776	18,718,755	66,909,903	1,859,505	68,769,408	159,688,368	70%

Budget Process: 2021-2022

Board Approved:

DRAFT

Date	Location	Time	Event	All	Students	Trustees	Staff	Stakeholders	PVP	Public	Intended Outcome/Purpose
Dec 14	Tolmie	7:30 PM	Regular Open Board Meeting	✓	✓	✓	✓	✓	✓	✓	Approve Process and Public Engagement Plan
WINTER BREAK DECEMBER 21 to JANUARY 1											
Jan 11	Tolmie	7:00 PM	Operations Policy & Planning Committee	✓	✓	✓	✓	✓	✓	✓	Broad Budget Category Overview; Review Ministry & Board Strategic Plan
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	✓	✓	✓	✓	✓	✓	✓	Presentation by Learning Team: Opportunities & Gaps/Alignment to Strat Plan/21-22 Initiatives
Feb 4	TBD	9:00 AM - 2:30 PM	Student Symposium		✓	✓	✓				Facilitated discussion & activities; students informing budget about their needs
Feb 8	Tolmie	7:00 PM	Operations Policy & Planning Committee	✓	✓	✓	✓	✓	✓	✓	Public Engagement Update Incl. Students; Detailed Budget Category Review
3-YEAR ENROLMENT PROJECTIONS TO MINISTRY - FEBRUARY 15											
Feb 18	TBD	6:00-9:00 PM	Talking Tables (Incl. Dinner)			✓	✓	✓	✓		Dinner; Short Presentation; Facilitated Discussion (3-6 questions)
Feb 22	Tolmie	7:30 PM	Regular Open Board Meeting	✓	✓	✓	✓	✓	✓	✓	Report on Budget Feedback
Mar 8	Tolmie	7:00 PM	Operations Policy & Planning Committee	✓	✓	✓	✓	✓	✓	✓	Structural Surplus/Deficit
MINISTRY FUNDING ANNOUNCEMENT - MARCH 12											
SPRING BREAK - MARCH 15 to 26											
Mar 29	Tolmie	7:30 PM	Regular Open Board Meeting	✓	✓	✓	✓	✓	✓	✓	First Reading of Budget Bylaw (Revenue) & Status Quo Expenses; Structural Surplus/Deficit
Apr 13	Tolmie	TBD	SPECIAL Open Board Meeting	✓	✓	✓	✓	✓	✓	✓	Superintendent's (Staff's) Recommendation/ Second Reading put on the floor
Apr 19	Tolmie	7:00 PM	Operations Policy & Planning Committee	✓	✓	✓	✓	✓	✓	✓	Superintendent's Recommendations/Clarifying Questions/FAQ
Apr 26	Tolmie	7:30 PM	Regular Open Board Meeting	✓	✓	✓	✓	✓	✓	✓	Stakeholder Final Comments to Board/Board Debate & Changes/ Second & Third Reading: APPROVED
MINISTRY BUDGET SUBMISSION DEADLINE - JUNE 30											
STAFFING PROCESSES COMMENCE - MAY 1											
May 10	Tolmie	7:00 PM	Operations Policy & Planning Committee	✓	✓	✓	✓	✓	✓	✓	21/22 Budget Process Debrief/Improvements for 22/23
May 17	Tolmie	7:30 PM	Regular Open Board Meeting	✓	✓	✓	✓	✓	✓	✓	

MINISTRY BUDGET SUBMISSION DEADLINE - JUNE 30

<https://www.sd61.bc.ca/our-district/financial/>

SJ Burnside Upgrade Review

November 4, 2020

Executive Summary

At its June 22, 2020 Regular Open Board Meeting, the Board of Education carried the following resolution:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Audit Committee to review the SJ Burnside upgrade project from the fiscal year 2018/2019 and 2019/2020 and provide the Board of Education a report that identifies the following:

1. the budget allocated to the SJ Burnside upgrade project in all relevant fiscal years;
2. the expenses and resulting surplus or deficit for each fiscal year;
3. the work that is outstanding to date;
4. the budget and cost management processes in place during the SJ Burnside upgrade project;
5. reporting and monitoring measures in place during the SJ Burnside upgrade project;
6. external reporting standards in place during the SJ Burnside upgrade project
7. all steps taken to enforce financial controls and to mitigate financial risks to the School District during the SJ Burnside upgrade project; and
8. the Audit Committee recommendations regarding possible areas of improvement to District risk assessment, risk management and internal financial controls.

The following report addresses each directive in the motion as numbered.

Background

In July 2016 a major renovation upgrade project for SJ Burnside was undertaken. The SJ Burnside upgrade was required to house the alternate program housed at the SJ Willis site. The alternate program was displaced by the need to prepare and renovate SJ Willis as a “swing space” for students to be housed when future major capital projects were planned, approved and under construction.

It was imminent to staff that the Victoria High School major seismic project announcement was looming and that the District needed to prepare a swing space for VHS students to occupy while their school was being upgraded.

There was no capital project bylaw funding, no funding agreement, no Certificate of Approval nor external project oversight of the project by the Ministry of Education.

Between July 2016 and June 2019, the project was funded internally and ran over budget requiring additional funding and funding sources.

With a lens of continuous improvement, the following report identifies areas where processes can be strengthened and areas for further investigation in Phase II of the review.

Section 1: Budget Allocation

In September 2016, the Board was presented with a cost estimate of \$2.6 million for the SJ Burnside Upgrade Project. It was recommended that \$1.9 million of the \$2.6 million would be funded from existing Ministry (MOE) Restricted Capital Fund, and the remaining \$0.6 million from the Annual Facilities Grant in 2016-2017 and 2017-2018.

At its September 26, 2016 Regular Open Board meeting, the Board carried a resolution to request Ministerial approval to spend \$1.9 million of the MOE restricted reserve. Ministerial approval was requested and subsequently received.

In December 2016, the Board received a revised cost estimate for the Burnside Project of \$4.8 million. It was recommended that the Board request Ministerial approval to spend a further \$2.2 million of MOE Restricted reserve.

In December 2016 the Board carried a resolution to request Ministerial approval to spend the additional \$2.2 million of MOE Restricted funding. Ministerial approval was requested and subsequently received.

In June 2018, an amount of \$0.2m in accumulated operating surplus was appropriated to fund part of the Burnside Project because only the amount of \$0.4m had been allocated from AFG, rather than the original amount of \$0.6m set out in September 2016. At its September 24, 2019 Regular Open Board meeting, the Board carried a resolution to the appropriate surplus.

It has not been clearly identified what changes/events occurred, other than scope expansion resulting from major renovation of an aged building, for the cost of the project to then increase from \$4.8 million to \$8.1 million and require additional funding.

When the final shortfall was realized by Staff, and to address the shortfall, Staff applied to the Ministry for additional funding with the rationale being that the SJ Burnside project only occurred to make swing space for future capital projects like Victoria High School for example. Usually during a major capital project funded by the Ministry, the Ministry will take in to account, and fund, the need for instruction to be provided to students in an alternate physical space (swing space in a school offsite or pods of portables on site) during construction.

While Staff and the Ministry worked closely to try to fund the SJ Burnside shortfall, the Ministry indicated it could not fund a completed project. Since the SJ Burnside project was completed, it did not qualify for Ministry capital bylaw funding.

During early 2019, the Board had also secured a partnership with the City of Victoria and Pacifica Housing for the field area at SJ Burnside for affordable housing. In exchange for a quit claim on school use of the SJ Burnside field, in order for Pacific Housing to construct, the Board's proceeds were to be \$1,000,000. This capital injection of \$1,000,000 was intended to contribute to the SJ Burnside capital upgrade project.

It is noted that the affordable housing project is still proceeding and the \$1,000,000 is forthcoming to the Board. However, the proceeds were not received by the Board in the fiscal year in which the SJ Burnside upgrade shortfall occurred.

In June 2019, the Acting Secretary-Treasurer advised the Board that the \$2.0 million Ministry funding had not been secured. As a result, one of the outcomes of not receiving this funding is that the cash analysis for the Vic High project had to be amended to reflect \$2.0 million decrease in cash available for the District's capital contribution. In other words, , if that cash had been available, the Ministry had originally intended for the District to contribute \$4.6 million to the Victoria High School seismic project rather than the \$2.6 million that is required for the project now.

Also, in June 2019, the Acting Secretary-Treasurer (former Secretary-Treasurer left the District in April 2019) advised that the \$1.0 million identified proceeds for the quit claim with the City of Victoria and Pacifica Housing in Phase 2 of the Burnside Project would not be received by June 30, 2019. It was also determined by Staff and the District's external auditors, that criteria were not met to allow a receivable to be set up in anticipation of receiving these funds in the future.

Due to the loss of two expected funding sources, and the close proximity to year-end, the Board approved the re-allocation of \$2,200,828 reserve in the Local Capital fund and to request Ministerial approval to spend an additional \$799,172 of MOE Restricted Capital reserve. Ministerial approval was requested and subsequently received.

Details:

Please note that the budget in each fiscal year is cumulative for the project, not only for the new expenses to be incurred in that fiscal year. The amounts showing reflect the balance as of June 30, 2019.

Funding Source	2016-2017	2017-2018	2018-2019
MOE Restricted*	4,100,000	4,100,000	4,899,172
MOE AFG Bylaw	400,000	400,000	811,936
MOE Capital Bylaw**	0	0	0
Other Capital***	0	0	0
Local Capital****	0	0	2,200,828
Operating*****	0	0	200,000
Total	4,500,000	4,500,000	8,111,936

*2016-2017 shows \$4,500,000 budget in MOE Restricted; however, \$400,000 should have been listed in MOE AFG Bylaw; budget was shifted in 2017-2018. The \$4,100,000 MOE Restricted budget was approved in two parts: 1) \$1,900,000 on in September 2016 and \$2,200,000 in December 2016. Further, the addition of \$799,172 MOE Restricted budget in 2018-2019 was approved in June, 2019.

**MOE Capital Bylaw represents the \$2,000,000 expected funding for the Burnside Project through the Vic High Seismic Project. This amount was verbally committed and later rescinded due to Burnside Project completion prior to Vic High funding announcement (Ministry unable to fund a completed project). It should be noted that the cash analysis used to determine the District's potential cash contribution for the Vic High Project was amended and resubmitted to the MOE to reflect that there would be \$2,000,000 less cash available to put towards that project.

***Other Capital represents the \$1,000,000 expected funding from Pacifica Housing for the quiet claim to complete Phase 2 of the Burnside Project. The agreement did not conclude and proceeds were not received prior to the SJ Burnside project completion nor fiscal year.

****Local Capital budget was approved in June.

*****Operating budget transfer to capital was approved in September 2018 as part of the 2017-2018 Surplus Appropriation.

Additional detail can be found in the attached Appendix A: Burnside Budget and Expense Analysis.

Section 2: Expenses and Resulting Surplus or Deficit

Please note that the budget and expense in each fiscal year is cumulative for the project, not only for the new budget and expenses incurred in that fiscal year. The amounts showing reflect the balance as of June 30, 2019.

Funding Source	16-17 Budget	16-17 Expense	16-17 Surplus (Deficit)
MOE Restricted*	4,100,000	1,239,133	2,860,867
MOE AFG Bylaw	400,000	0	400,000
MOE Capital Bylaw	0	0	0
Other Capital	0	0	0
Local Capital	0	0	0
Operating	0	0	0
Total	4,500,000	1,239,133	3,260,867

*2016-2017 shows \$4,500,000 budget in MOE Restricted; however, \$400,000 should have been in MOE AFG Bylaw; budget was shifted in 2017-2018.

Funding Source	17-18 Budget	17-18 Expense	17-18 Surplus (Deficit)
MOE Restricted	4,100,000	2,112,722	1,987,278
MOE AFG Bylaw	400,000	400,000	0
MOE Capital Bylaw	0	0	0
Other Capital	0	0	0
Local Capital	0	0	0
Operating	0	0	0
Total	4,500,000	2,512,722	1,987,278

Funding Source	18-19 Budget	18-19 Expense	18-19 Surplus (Deficit)
MOE Restricted	4,899,172	4,899,172	0
MOE AFG Bylaw	811,936	811,936	0
MOE Capital Bylaw	0	0	0
Other Capital	0	0	0
Local Capital	2,200,828	2,200,828	0
Operating	200,000	200,000	0
Total	8,111,936	8,111,936	0

In order to determine when project expenses began to exceed the projected budget, the 2018-2019 fiscal year needed to be broken out into cumulative expenses by month as set out in Appendix B: Burnside Budget and Expense Analysis.

In summary, excluding the \$3,000,000 (Ministry Capital Bylaw Funding and Pacifica Housing) funding commitments, the project was in an overall surplus position until the end of October 2018. Including the \$3,000,000 funding commitments expected to be confirmed before June 30, 2019, the project was in an overall surplus position until the end of February 2019. In addition, including the \$3,000,000 funding commitments, the entire project would have been \$411,936 over budget and required additional AFG funding.

Total Project Cost:

Final Project Cost	8,111,936
MOE Restricted Capital Reserve	(4,100,000)
Annual Facility Grant Fund	(400,000)
Operating Surplus	(200,000)
Balance Unfunded	3,411,936
Anticipated MOE Bylaw Funding	(2,000,000)
Anticipated Pacifica Housing Proceeds	(1,000,000)
Balance Unfunded Had All Revenues Been Received	411,936

Section 3: Work Outstanding to Date

Exterior painting and signage are outstanding.

Section 4: Budget and Cost Management Processes

The Assistant Accountant, Management and Reporting, within Financial Services maintains detailed Excel workbooks by funding source for all capital projects. When a project is initially set up, the project is given unique sub-ledger accounts for each funding source, e.g. MOE Restricted, AFG Bylaw, Local Capital, etc. and the project details are added to the relevant workbook(s). The total budget for each project is verified to source documents, such as Board-approved motions, capital funding agreements, certificates of approval, etc. and posted to the sub-ledger(s) in consultation with the Project Manager.

The same process applies to any incremental budget increases following project start-up.

Responsibility for project management including tracking progress, changes to scope and budget, and authorizing costs within the approved budget for each capital project lies with the Project Manager.

The Project Manager maintains an internal project budget spreadsheet and reconciles costs to District budgets at least quarterly.

Project overruns are reported by the Financial Services Department to the Secretary-Treasurer and in general, the Director of Facilities, supervisor of the Project Manager.

Section 5: Reporting and Monitoring Measures

Managers and support staff in Facilities Services have access to financial data in real-time through Atrieve, the District's financial software module. Project managers are responsible for reviewing and monitoring project expenditures in Atrieve and ensuring that spending is kept within the project budget. Ad hoc reporting has also been provided upon request.

The cumulative expenses incurred for each sub-ledger within each capital project as compared to the overall project budget are reviewed on a monthly basis by the Assistant Accountant, Management and Reporting within Financial Services. When project expenses exceed the budget during the month, the Assistant Accountant notifies the Director, Finance, Budgets and Financial Reporting. The Director, Finance, Budgets and Financial Reporting reviews the deficits and follows up directly with the Project Manager, usually copying the Director, Facilities Services, Associate Secretary-Treasurer, and Secretary-Treasurer.

Where alternative funding sources are identified, budget amounts for each funding source are adjusted and expenses in excess of budget are transferred.

Regarding the Burnside Project, as soon as the Director, Finance, Budgets and Financial Reporting became aware that expenses in the sub-ledgers had exceeded the project budget in November 2018 following October 2018 month-end, emails were sent to the Director, Facilities Services and Secretary-Treasurer, copied to the Associate Secretary-Treasurer. The emails were sent to alert Facilities and the Secretary-Treasurer of the deficit balance and to request confirmation as to how the deficit would be handled.

The Secretary-Treasurer also sent emails regarding the deficit and potential funding options to the Director, Facilities Services copied to the Associate Secretary-Treasurer.

The need for additional funding sources for this project was also verbally discussed on multiple occasions with the Secretary-Treasurer.

It is noted that a new Director of Facilities started with the District in August 2018, and that a new Secretary-Treasurer started with the District in October 2019.

Section 6: External Reporting Standards

The majority of funding for the SJ Burnside Project was Ministry Restricted capital reserve that was being internally held by the District. After requesting Ministerial approval to use Ministry Restricted funds for a specific purpose, external reporting to the Ministry is not required, as it would be with a bylaw capital funding project (Victoria High School for example).

As a government reporting entity, the District is required to provide quarterly financial reports to the Ministry of Education. The quarterly report includes entries related to the capital fund. In preparation of the quarterly financial report, a detailed reconciliation of capital projects is completed by the Director, Finance, Budgets and Financial Reporting.

The District is also required to undergo an annual financial audit by an external auditor.

All entries within the capital fund are included in the financial audit.

Section 7: Enforcement of Financial Controls Mitigation of Financial Risk

Given the annual audit requirement, the District has very strong internal controls in place for the creation of new capital projects and verification of related funding.

Spending within capital projects is reviewed and approved by experienced capital project managers within Facilities with subsequent verification of appropriate coding and signing authority in Financial Services.

Larger contracts within capital projects are also controlled through the issuance of an RFP/Tender and are awarded based on set criteria, including cost.

Section 8: Audit Committee Recommendations for Improvement

Since the completion of the Burnside Project, Financial Services has been working with new Facilities Managers to improve the internal reporting function. The Assistant Accountant, Management and Reporting, within Financial Services is currently providing weekly financial reporting in Excel format for minor capital projects in an attempt to identify and address potential errors or overages earlier.

Effective May 2019, the Superintendent schedules weekly meetings with the Secretary-Treasurer and the Director of Facilities to monitor progress on AFG, minor and major capital projects, including any issues related to budget when they arise.

Recommendation 1:

Further expansion and improvement to the ease of accessibility to real-time financial reporting for Facilities Managers through business re-engineering and software implementation.

Target date: Fiscal 2020-2021

Recommendation 2:

The Assistant Accountant, Management and Reporting, within Financial Services provide weekly financial reporting in Excel format for major capital projects.

Target date: Immediate

Recommendation 3:

Establish and formalize decision makers, financial authorization, and roles and responsibilities, including the requirement to document changes in revenue and expenditure budgets, as well as significant impact to project scope (change orders), in writing. Sample provided in Appendix C.

Target date: Immediate

Recommendation 4:

Project managers of minor and major capital projects report project completion progress to Financial Services, where progress is reconciled to budget spent (example: If the project is 30% completed and the expenses are 30% or less than budget, the project is low risk. If the project is 30% completed and 70% spent the project is at risk of overrun).

Target date: Immediate.

Recommendation 5:

Capital project progress and financial reporting to the Board of Education on a monthly basis.

Target date: November 2020

Recommendation 6:

Ensure funding sources, including surplus appropriation, are formally committed in writing, prior to depending on them for project completion.

Target date: Immediate

Recommendation 7:

Add the Superintendent of Schools to the distribution list of Secretary-Treasurer, Director of Facilities and Project Manager when capital project overruns occur.

Recommendation 8:

Staff review in detail the SJ Burnside upgrade project documentation as well as expenses to understand the increased scope and budget.

Target date: Fiscal 2020-2021

SJ Burnside Capital Project Analysis
Fiscal Years 2016-2017, 2017-2018, and 2018-2019

APPENDIX A

Funding Source	GL Account	Description	Sub-Ledger	2016-2017	2016-2017	2016-2017	2017-2018	2017-2018	2017-2018	2017-2018	2018-2019	2018-2019	2018-2019	2018-2019	Total	Total	Total
				Budget	Expense	Variance	Budget Adjustment	Budget	Cumulative Expense	Budget	Variance	Budget Adjustment	Budget	Cumulative Expense	Variance	Budget	Expense
Capital Fund - Ministry Restricted	2CJ-000-000-781	Ministry Restricted	CP17B011	307,221	307,221	0	0	307,221	307,221	0	0	307,221	107,221	200,000	307,221	107,221	200,000
			CP17B111	3,916,551	433,165	3,483,386	-400,000	3,516,551	1,179,086	2,337,465	799,172	4,315,723	4,004,024	311,699	4,315,723	4,004,024	311,699
			CP17C111	0	0	0	0	0	0	0	0	0	18,116	-18,116	0	18,116	-18,116
			CP17D011	92,483	92,484	-1	0	92,483	92,484	-1	0	92,483	92,484	-1	92,483	92,484	-1
			CP17D111	183,449	405,967	-222,518	0	183,449	533,636	-350,187	0	183,449	666,260	-482,811	183,449	666,260	-482,811
			CP17E011	296	296	0	0	296	296	0	0	296	296	0	296	296	0
			CP17E111	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			CP17T111	0	0	0	0	0	0	0	0	0	10,773	-10,773	0	10,773	-10,773
			CP17P111	0	0	0	0	0	0	0	0	0	0	0	0	0	0
				4,500,000	1,239,133	3,260,867	-400,000	4,100,000	2,112,722	1,987,278	799,172	4,899,172	4,899,172	0	4,899,172	4,899,172	0
					2,860,867												
Funding Source	GL Account	Description	Sub-Ledger	2016-2017	2016-2017	2016-2017	2017-2018	2017-2018	2017-2018	2017-2018	2018-2019	2018-2019	2018-2019	2018-2019	Total	Total	Total
Budget	Expense	Variance	Budget Adjustment	Budget	Cumulative Expense	Budget	Variance	Budget Adjustment	Budget	Cumulative Expense	Budget	Budget	Cumulative Expense	Variance	Budget	Expense	Variance
Capital Fund - AFG Bylaw	2CU-000-00P-781	2016-2017 AFG	CP17B211	0	0	0	354,413	354,413	354,413	0	0	354,413	354,413	0	354,413	354,413	0
			CP18B211	0	0	0	45,587	45,587	45,587	0	411,936	457,523	457,523	0	457,523	457,523	0
				0	0	0	400,000	400,000	400,000	0	411,936	811,936	811,936	0	811,936	811,936	0
Funding Source	GL Account	Description	Sub-Ledger	2016-2017	2016-2017	2016-2017	2017-2018	2017-2018	2017-2018	2017-2018	2018-2019	2018-2019	2018-2019	2018-2019	Total	Total	Total
Budget	Expense	Variance	Budget Adjustment	Budget	Cumulative Expense	Budget	Variance	Budget Adjustment	Budget	Cumulative Expense	Budget	Budget	Cumulative Expense	Variance	Budget	Expense	Variance
Capital Fund - Local Capital	2CJ-000-00P-781	Local Capital		0	0	0	0	0	0	0	2,200,828	2,200,828	2,200,828	0	2,200,828	2,200,828	0
				0	0	0	0	0	0	0	2,200,828	2,200,828	2,200,828	0	2,200,828	2,200,828	0
Funding Source	GL Account	Description	Sub-Ledger	2016-2017	2016-2017	2016-2017	2017-2018	2017-2018	2017-2018	2017-2018	2018-2019	2018-2019	2018-2019	2018-2019	Total	Total	Total
Budget	Expense	Variance	Budget Adjustment	Budget	Cumulative Expense	Budget	Variance	Budget Adjustment	Budget	Cumulative Expense	Budget	Budget	Cumulative Expense	Variance	Budget	Expense	Variance
Capital Fund - Ministry Capital Bylaw				0	0	0	0	0	0	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$2,000,000 expected in 18-19 (Vic High Seismic); funding not approved because project completed before MOE announced funding for Vic High; available cash flow for Vic High adjusted for use of funds for Burnside																	
Funding Source	GL Account	Description	Sub-Ledger	2016-2017	2016-2017	2016-2017	2017-2018	2017-2018	2017-2018	2017-2018	2018-2019	2018-2019	2018-2019	2018-2019	Total	Total	Total
Budget	Expense	Variance	Budget Adjustment	Budget	Cumulative Expense	Budget	Variance	Budget Adjustment	Budget	Cumulative Expense	Budget	Budget	Cumulative Expense	Variance	Budget	Expense	Variance
Capital Fund - Other				0	0	0	0	0	0	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$1,000,000 expected in 18-19 (Pacifica); Land transfer not finalized before project completed																	
Funding Source	GL Account	Description	Sub-Ledger	2016-2017	2016-2017	2016-2017	2017-2018	2017-2018	2017-2018	2017-2018	2018-2019	2018-2019	2018-2019	2018-2019	Total	Total	Total
Budget	Expense	Variance	Budget Adjustment	Budget	Cumulative Expense	Budget	Variance	Budget Adjustment	Budget	Cumulative Expense	Budget	Budget	Cumulative Expense	Variance	Budget	Expense	Variance
Operating Fund	101-102-003-581	2017-2018 Carry Forward		0	0	0	0	0	0	0	200,000	200,000	200,000	0	200,000	200,000	0
				0	0	0	0	0	0	0	200,000	200,000	200,000	0	200,000	200,000	0
TOTALS				4,500,000	1,239,133	3,260,867	0	4,500,000	2,512,722	1,987,278	3,611,936	8,111,936	8,111,936	0	8,111,936	8,111,936	0
Budget Increase Breakdown:				1,900,000 MOE Restricted - Board Approved September 2016 2,200,000 MOE Restricted - Board Approved December 2016 400,000 AFG (not Ministry Restricted) - Moved in 17-18							2,000,000 MOE funding sought as part of future Vic High Project -2,000,000 MOE funding not granted; project completed prior to Vic High funding announcement 1,000,000 Pacifica committed; Board Approved November 2017 & Oct 2018 -1,000,000 Pacifica funding not received by June 2019 799,172 MOE Restricted - Board Approved June 2019 2,200,828 Local Capital - Board Approved June 2019 200,000 17-18 Carry Forward - Board Approved Regular September 2018 (Surplus Appropriation) 411,936 AFG budget allocated in 18-19						
				4,500,000							3,611,936						

SJ Burnside Capital Project Analysis
Fiscal Year 2018-2019 by Month

APPENDIX B

		Jul 2018			Aug 2018			Sep 2018			Oct 2018			Nov 2018			Dec 2018			Jan 2019			
Funding Source	Description	Jul 2018 Budget	Cumulative Expense	Jul 2018 Variance	Aug 2018 Budget	Cumulative Expense	Aug 2018 Variance	Sep 2018 Budget	Cumulative Expense	Sep 2018 Variance	Oct 2018 Budget	Cumulative Expense	Oct 2018 Variance	Nov 2018 Budget	Cumulative Expense	Nov 2018 Variance	Dec 2018 Budget	Cumulative Expense	Dec 2018 Variance	Jan 2019 Budget	Cumulative Expense	Jan 2019 Variance	
Capital Fund - Ministry Restricted	Ministry Restricted	307,221	307,221	0	307,221	307,221	0	307,221	307,221	0	307,221	307,221	0	307,221	307,221	0	307,221	307,221	0	307,221	307,221	0	
		3,516,551	1,224,939	2,291,612	3,516,551	1,983,293	1,533,258	3,516,551	2,959,592	556,959	3,516,551	3,689,547	-172,996	3,516,551	4,824,459	-1,307,908	3,516,551	5,641,367	-2,124,816	3,516,551	5,659,765	-2,143,214	
		0	0	0	0	0	0	0	0	0	0	0	0	0	14,014	-14,014	0	14,014	-14,014	0	19,071	-19,071	
		92,483	92,484	-1	92,483	92,484	-1	92,483	92,484	-1	92,483	92,484	-1	92,483	92,484	-1	92,483	92,484	-1	92,483	92,484	-1	
		183,449	544,507	-361,058	183,449	554,002	-370,553	183,449	584,158	-400,709	183,449	585,262	-401,813	183,449	591,789	-408,340	183,449	592,698	-409,249	183,449	592,375	-408,926	
		296	296	0	296	296	0	296	296	0	296	296	0	296	296	0	296	296	0	296	296	0	
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,818	-3,818	0	5,319	-5,319	0	10,585	-10,585
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		4,100,000	2,169,446	1,930,554	4,100,000	2,937,295	1,162,705	4,100,000	3,943,751	156,249	4,100,000	4,674,809	-574,809	4,100,000	5,834,080	-1,734,080	4,100,000	6,653,398	-2,553,398	4,100,000	6,681,796	-2,581,796	
Funding Source	Description	Jul 2018 Budget	Jul 2018 Cumulative Expense	Jul 2018 Variance	Aug 2018 Budget	Aug 2018 Cumulative Expense	Aug 2018 Variance	Sep 2018 Budget	Sep 2018 Cumulative Expense	Sep 2018 Variance	Oct 2018 Budget	Oct 2018 Cumulative Expense	Oct 2018 Variance	Nov 2018 Budget	Nov 2018 Cumulative Expense	Nov 2018 Variance	Dec 2018 Budget	Dec 2018 Cumulative Expense	Dec 2018 Variance	Jan 2019 Budget	Jan 2019 Cumulative Expense	Jan 2019 Variance	
Capital Fund - AFG Bylaw	2016-2017 AFG	354,413	354,413	0	354,413	354,413	0	354,413	354,413	0	354,413	354,413	0	354,413	354,413	0	354,413	354,413	0	354,413	354,413	0	
	2017-2018 AFG	45,587	45,587	0	45,587	45,587	0	45,587	45,587	0	45,587	45,587	0	45,587	45,587	0	45,587	45,587	0	45,587	45,587	0	
		400,000	400,000	0	400,000	400,000	0	400,000	400,000	0	400,000	400,000	0	400,000	400,000	0	400,000	400,000	0	400,000	400,000	0	
Funding Source	Description	Jul 2018 Budget	Jul 2018 Cumulative Expense	Jul 2018 Variance	Aug 2018 Budget	Aug 2018 Cumulative Expense	Aug 2018 Variance	Sep 2018 Budget	Sep 2018 Cumulative Expense	Sep 2018 Variance	Oct 2018 Budget	Oct 2018 Cumulative Expense	Oct 2018 Variance	Nov 2018 Budget	Nov 2018 Cumulative Expense	Nov 2018 Variance	Dec 2018 Budget	Dec 2018 Cumulative Expense	Dec 2018 Variance	Jan 2019 Budget	Jan 2019 Cumulative Expense	Jan 2019 Variance	
Capital Fund - Local Capital	Local Capital	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Funding Source	Description	Jul 2018 Budget	Jul 2018 Cumulative Expense	Jul 2018 Variance	Aug 2018 Budget	Aug 2018 Cumulative Expense	Aug 2018 Variance	Sep 2018 Budget	Sep 2018 Cumulative Expense	Sep 2018 Variance	Oct 2018 Budget	Oct 2018 Cumulative Expense	Oct 2018 Variance	Nov 2018 Budget	Nov 2018 Cumulative Expense	Nov 2018 Variance	Dec 2018 Budget	Dec 2018 Cumulative Expense	Dec 2018 Variance	Jan 2019 Budget	Jan 2019 Cumulative Expense	Jan 2019 Variance	
Operating Fund	2017-2018 Carry Forward	0	0	0	200,000	0	200,000	200,000	0	200,000	200,000	0	200,000	200,000	0	200,000	200,000	0	200,000	200,000	0	200,000	
		0	0	0	200,000	0	200,000	200,000	0	200,000	200,000	0	200,000	200,000	0	200,000	200,000	0	200,000	200,000	0	200,000	
TOTALS		4,500,000	2,569,446	1,930,554	4,700,000	3,337,295	1,362,705	4,700,000	4,343,751	356,249	4,700,000	5,074,809	-374,809	4,700,000	6,234,080	-1,534,080	4,700,000	7,053,398	-2,353,398	4,700,000	7,081,796	-2,381,796	

MOE	2,000,000	MOE	2,000,000	MOE	2,000,000	MOE	2,000,000
Pacifica	1,000,000	Pacifica	1,000,000	Pacifica	1,000,000	Pacifica	1,000,000
Pending	3,000,000	Pending	3,000,000	Pending	3,000,000	Pending	3,000,000
Adjusted Variance	2,625,191	Adjusted Variance	1,465,920	Adjusted Variance	646,602	Adjusted Variance	618,204

SJ Burnside Capital Project Analysis
Fiscal Year 2018-2019 by Month

Funding Source	Description	Feb 2019			Mar 2019			Apr 2019			May 2019			Jun 2019		
		Feb 2019 Budget	Cumulative Expense	Feb 2019 Variance	Mar 2019 Budget	Cumulative Expense	Mar 2019 Variance	Apr 2019 Budget	Cumulative Expense	Apr 2019 Variance	May 2019 Budget	Cumulative Expense	May 2019 Variance	Jun 2019 Budget	Cumulative Expense	Jun 2019 Variance
Capital Fund - Ministry Restricted	Ministry Restricted	307,221	307,221	0	307,221	307,221	0	307,221	307,221	0	307,221	307,221	0	307,221	107,221	200,000
		3,516,551	6,264,881	-2,748,330	3,516,551	6,510,411	-2,993,860	3,516,551	6,616,635	-3,100,084	3,516,551	6,616,777	-3,100,226	4,315,723	4,004,024	311,699
		0	19,071	-19,071	0	19,071	-19,071	0	18,116	-18,116	0	18,116	-18,116	0	18,116	-18,116
		92,483	92,484	-1	92,483	92,484	-1	92,483	92,484	-1	92,483	92,484	-1	92,483	92,484	-1
		183,449	665,280	-481,831	183,449	665,280	-481,831	183,449	666,260	-482,811	183,449	666,260	-482,811	183,449	666,260	-482,811
		296	296	0	296	296	0	296	296	0	296	296	0	296	296	0
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0	11,124	-11,124	0	10,705	-10,705	0	10,705	-10,705	0	10,769	-10,769	0	10,773	-10,773
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		4,100,000	7,360,357	-3,260,357	4,100,000	7,605,467	-3,505,467	4,100,000	7,711,715	-3,611,715	4,100,000	7,711,921	-3,611,921	4,899,172	4,899,172	0
Funding Source	Description	Feb 2019 Budget	Feb 2019 Cumulative Expense	Feb 2019 Variance	Mar 2019 Budget	Mar 2019 Cumulative Expense	Mar 2019 Variance	Apr 2019 Budget	Apr 2019 Cumulative Expense	Apr 2019 Variance	May 2019 Budget	May 2019 Cumulative Expense	May 2019 Variance	Jun 2019 Budget	Jun 2019 Cumulative Expense	Jun 2019 Variance
Capital Fund - AFG Bylaw	2016-2017 AFG	354,413	354,413	0	354,413	354,413	0	354,413	354,413	0	354,413	354,413	0	354,413	354,413	0
	2017-2018 AFG	45,587	45,587	0	45,587	45,587	0	45,587	45,587	0	45,587	45,587	0	457,523	457,523	0
		400,000	400,000	0	400,000	400,000	0	400,000	400,000	0	400,000	400,000	0	811,936	811,936	0
Funding Source	Description	Feb 2019 Budget	Feb 2019 Cumulative Expense	Feb 2019 Variance	Mar 2019 Budget	Mar 2019 Cumulative Expense	Mar 2019 Variance	Apr 2019 Budget	Apr 2019 Cumulative Expense	Apr 2019 Variance	May 2019 Budget	May 2019 Cumulative Expense	May 2019 Variance	Jun 2019 Budget	Jun 2019 Cumulative Expense	Jun 2019 Variance
Capital Fund - Local Capital	Local Capital	0	0	0	0	0	0	0	0	0	0	0	0	2,200,828	2,200,828	0
		0	0	0	0	0	0	0	0	0	0	0	0	2,200,828	2,200,828	0
Funding Source	Description	Feb 2019 Budget	Feb 2019 Cumulative Expense	Feb 2019 Variance	Mar 2019 Budget	Mar 2019 Cumulative Expense	Mar 2019 Variance	Apr 2019 Budget	Apr 2019 Cumulative Expense	Apr 2019 Variance	May 2019 Budget	May 2019 Cumulative Expense	May 2019 Variance	Jun 2019 Budget	Jun 2019 Cumulative Expense	Jun 2019 Variance
Operating Fund	2017-2018 Carry Forward	200,000	0	200,000	200,000	0	200,000	200,000	0	200,000	200,000	0	200,000	200,000	200,000	0
		200,000	0	200,000	200,000	0	200,000	200,000	0	200,000	200,000	0	200,000	200,000	200,000	0
TOTALS		4,700,000	7,760,357	-3,060,357	4,700,000	8,005,467	-3,305,467	4,700,000	8,111,715	-3,411,715	4,700,000	8,111,921	-3,411,921	8,111,936	8,111,936	0
			MOE	2,000,000		MOE	2,000,000		MOE	2,000,000		MOE	2,000,000		MOE	0
			Pacifica	1,000,000		Pacifica	1,000,000		Pacifica	1,000,000		Pacifica	1,000,000		Pacifica	0
			Pending	3,000,000		Pending	3,000,000		Pending	3,000,000		Pending	3,000,000		Pending	0
			Adjusted Variance	-60,356		Adjusted Variance	-305,467		Adjusted Variance	-411,715		Adjusted Variance	-411,921		Adjusted Variance	0

SIGNING AUTHORITIES: CAPITAL PROJECTS

		Process and Purchasing Authority						Contract Change Orders			
Position	Current Employee	Release and Award Request for Quotes Under \$10K (Minimum 1 written Quote required unless Standing Offer in Place)	Release Request for Quotes \$10-50K (Minimum 3 written Quotes unless Standing Offer in Place)	Award and Signature for Purchases less than \$50K	Approve Bid Document Release >\$50K (Open Public Bid)	Approve Bid Document Addendum Release >\$50K (Open Public Bid)	Approve Contract Award and Signature >\$50K (Open Public Bid)	Approve Change Order <25% value of Contract and keeps Total Contract <\$50K	Approve Change Order <25% value of Contract and keeps Total Contract >\$50K	Invoice Approval (<\$50K)	Invoice Approval (>\$50K)
Director of Facilities		X	X	X	X	X	X	X	X	X	X
Manager of Building Systems		X	X	X				X		X	
Manager of Operations		X	X	X				X		X	
Manager of Capital Planning and Implementation		X	X	X				X		X	
Manager Major Capital		X	X	X				X		X	

SAMPLE



One *Learning* Community



Online Registration

**Combined Ed Policy and Directions
Committee and Operations Policy and
Planning Committee Meeting
Update Dec 2020**

Online Registration

We are moving our school registration process online

Ensure the health and safety of our learning community

Simplified process for parents and staff

School transfer requests will also be processed online

Date	Items To Remember
January 11-15, 2021	Early French Immersion Registration Week (Kindergarten and Grade 1)
January 22, 2021	Deadline to submit Secondary Programs of Choice and Career Program applications
January 25-29, 2021	Kindergarten Registration and Kindergarten Transfer Week Grade 6 – Late French Immersion Registration Week
February 5, 2021	Last day for Secondary Schools to inform students re: acceptance into Programs of Choice and Career Programs
February 8-11, 2021	Kindergarten to Grade 12 transfer process Registration open for new Grade 1 – Grade 12 students for 2021-2022 school year
February 11, 2021	Deadline to submit Transfer Requests. No later than 3:30 p.m.
(on or before) March 12, 2021	Notification of all transfer decisions will be communicated to Families
May 18, 2021	District Orientation/Student Transition Day

Update for December 7th, 2020

Building Maintenance Services | Minor Capital | Major Capital
Operations | Transportation | Health & Safety

BUILDING MAINTENANCE SERVICES

SPP is moving throughout the District to do their 3 year assessment of risk management within the buildings and sites under SD61's responsibility. They are roughly 30% complete.

VFA is also visiting all the building assets in the District to complete their 5 year assessment and updating of facility data that resides in the Ministries database. They are roughly 50% complete with this process.

The Maintenance Department continues to support all staff and students as the COVID safety protocols are being increased by the Province and WorkSafeBC. This has included plexi-glass, signage, PPE and other fabrication or supply efforts.

MINOR CAPITAL



An example of bike shelters (Lambrick) designed by us. Foundation and roof by our staff; students used to build the rest.

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

Oaklands – Outdoor Classroom

- Building is underway

Campus View POD Construction

- All students are in the newly renovated portable classrooms.



Lansdowne South

- Playground is currently being installed
- Dance Floor is complete

Inclusive Learning Spaces

Drawings and prep being complete for following sites,

- South Park
- Macaulay
- Lansdowne North & South
- Hillcrest
- Gordon Head

Shoreline Stairs

- Stairs for the outside hill are being designed for the safety of staff and students.
- Drawings to be submitted next week 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
- Willows
- Doncaster
- South Park

Child Care Studio Progress

- Tillicum
 - Installing the kitchens in both units and finishing the plumbing
- Macaulay
 - Installing the kitchen with a scheduled completion opening date of Jan 2021
- Campus View
 - Construction well underway with walls up and roof underway in both child care units
- Vic West
 - Final Inspections being organized with the City of Victoria and child care provider is working with VIHA to license the units.
- Oaklands
 - Site Prep awarded and materials being ordered.
 - Meeting with City of Victoria being scheduled and build to start ASAP.
- George Jay
 - Site Prep awarded and materials being ordered.
 - Meeting with City of Victoria being scheduled and build to start in January.
- Following site waiting on building permit approval
 - Braefoot
- Following sites are in the design stage
 - Marigold
 - Eagle View
 - View Royal
- Following locations awarded and consultation process to continue with community
 - McKenzie
 - Lake Hill
 - Hillcrest
 - Sundance



MAJOR CAPITAL

Vic High Seismic Upgrade and Addition

SCOPE

Seismic upgrading of the original 1913 Heritage Building and the 1955 gymnasium addition, and the construction of a new addition, supporting 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.



BUDGET

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

ANTICIPATED SCHEDULE

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

Shoreline Middle School Seismic Upgrade

SCOPE

Shoreline Middle School comprises the original school built in 1967 (as a Junior Secondary School) and several small additions, resulting in five 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 following. The addition of a Neighborhood Learning Center to provide additional Community and Daycare spaces is also being considered. The process for consulting with communities on the subject of Craigflower closure is underway.



STATUS

A Project Definition Report (PDR) was submitted and reviewed by the Ministry. It will be revised and resubmitted, in light of the new schedule, and consultation relative Craigflower Elementary School closure.

OPTIONS CONSIDERED

We have considered three options for Shoreline School.

The 1st Option was for seismic upgrading of the existing school, along with the seismic upgrading of Craigflower Elementary School. That was determined to be the most costly option.

The 2nd Option was to demolish a portion of the existing school (at the South end), construct an addition to provide the required additional capacity, and possible NLC space, and to seismically upgrade the remainder of the school. Three different variations of this option were considered. The 3rd Option was to demolish the entire school and build a new school of the required increased capacity. Two options were considered - one to build the school on the existing playfield, followed by demolition of the existing school, and the other to demolish the school in stages and build it on approximately the existing footprint.

BUDGET

Still to be determined once the preferred Option is confirmed, and pending further Ministry discussion.

ANTICIPATED SCHEDULE

Speculation, depends on preferred option, and on Ministry approvals.

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 following. 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 are currently revising the Project Definition Report, at the Ministry's request, to reflect a possible Ministry approval date of March 2021. That will be submitted shortly.



BUDGET

About \$44 Million for the replacement Option, including all Reserve and Supplementary amounts.

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 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 NLC space would also be included. This is the Preferred Option, and is the one submitted to the Ministry for Approval.

ANTICIPATED SCHEDULE

Speculation, depends on the approved option and on Ministry approvals.

OPERATIONS

Greater Victoria School District have 10 new employees take on increased custodial hours in middle and secondary schools. There was a slight increase in elementary schools in the month of November. All employees are being rapidly trained by our existing staff and are getting up to speed. All provincial and federal funding for custodial staffing is now at capacity.

We have noticed an increase in day custodian absenteeism as they continue to be our front-line workers in all schools. We have struggled while backfilling all shifts and have launched into another mass hiring phase. We plan to hire an additional 8-10 custodians in December to ensure all shifts are backfilled and schools are maintained in alignment with our new standards.

We look forward to a 2-week breather during the December break where we can really spend the time getting schools back up to snuff following our muddy Autumn days.

TRANSPORTATION

Our first Fairey Tech seismic bus run happened yesterday and went seamlessly. This is a scheduled once a day move for Vic High students from Fairey Tech to SJ Willis. Seismic moves are usually contracted out so to be able to keep the work in house is a definite cost savings.

Still performing some field trips but due to Covid we are definitely not very busy in this department.

Fleet News

We have purchased and or leased 6 vehicles, 5 of which are for our capital team.

Our shop has been busy getting these vehicles ready installing shelving and exterior racking. We are also busy getting our snow removal fleet ready! Yes it's that time. All snow blowers are serviced and ready and 2 of our 3 plow trucks are ready to go.

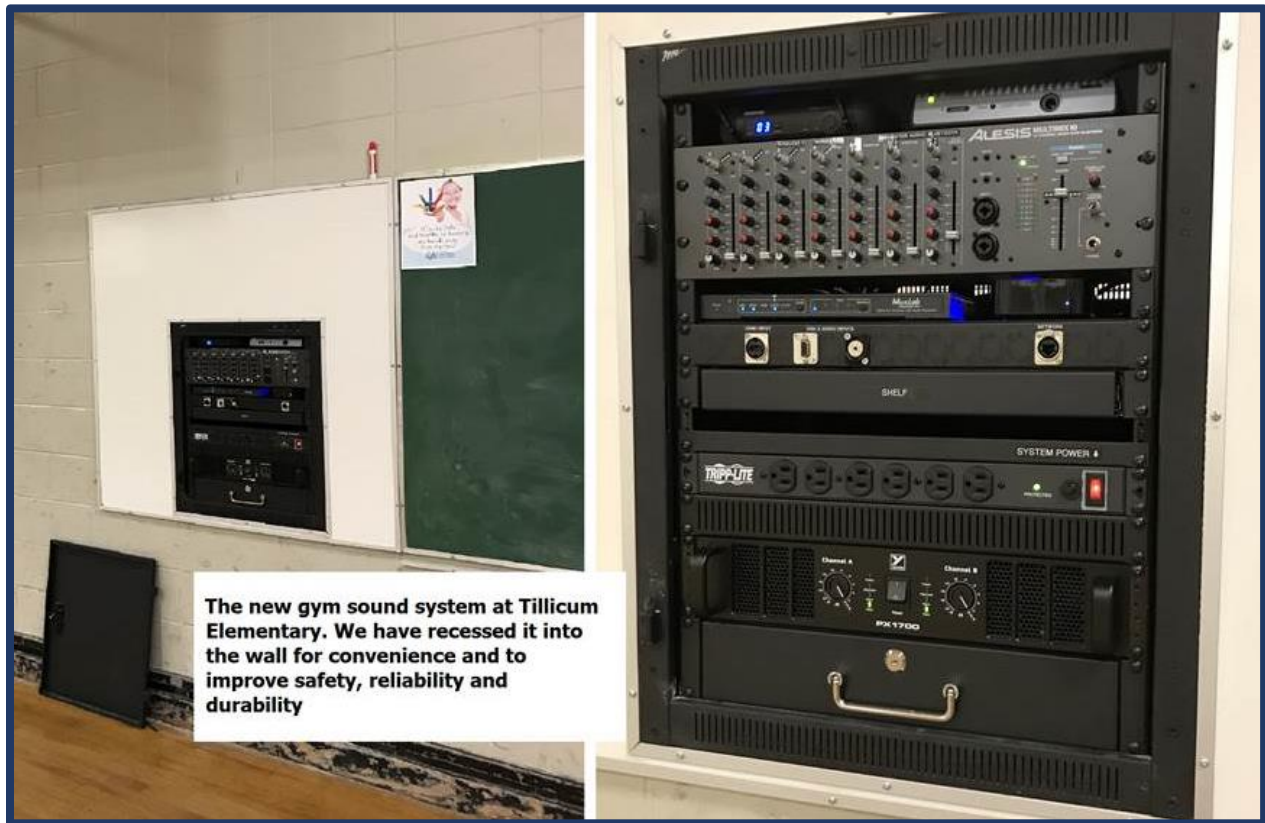
NETWORKS, COMMUNICATION & SECURITY SYSTEMS

We have managed to get a working routine going with the teachers and students in the classrooms that are working for everyone, so things are starting to move at a good pace again. We have been working on upgrading some of the older Tec in Arbutus, Esquimalt, Craigflower, James Bay, South Park and Vic West.

The projection and sound team has completed the installation of a new system in Tillicum and Monterey and will soon have Eagle View wrapped up.

The Infrastructure team has been working with the IT Department on the managed print services project and have completed the power and networking preparation for Victor, Willows, Margaret Jenkins, Quadra, Hillcrest, S.J. Burnside and will soon be wrapped up and ready to go in Cloverdale as well.

We have also been busy testing a voice amplification system around the district that works in conjunction with the classroom Tec packages. The positive feedback from the teachers has been overwhelming so we have placed an order and we will be outfitting various rooms at Arbutus, Braefoot, Craigflower, Marigold and Mt Doug very shortly.



OCCUPATIONAL HEALTH & SAFETY

Items:

- 2018-2019 Island EHS Indoor Air Quality Review (WorkSafeBC)
- Develop New Invite and process for tracking Joint Occupational Health and Safety Committee Training
- District Occupational Health and Safety Recommendation follow up
- Develop Facilities Emergency Response Plan
- Review Chemistry Lab/Shop Inspection with Nortek Consultant
- Revisit 2018-19 Facilities Joint Occupational Health and Safety Committee Minutes and follow up with corrective actions
- Ergonomic assessment and accommodations
- Budget Meeting
- Inquire about Personal Protective Equipment for all facilities staff
- Set up "Safety Box's" for all minor capital sites
- Indoor Air Quality concerns at Cedar Hill

Priority (December 2020)

- Execution Plan – Facilities Health & Safety Management System
- Purchase PPE
- Site Inspections
- Review potential training software (Safety Hub)

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.

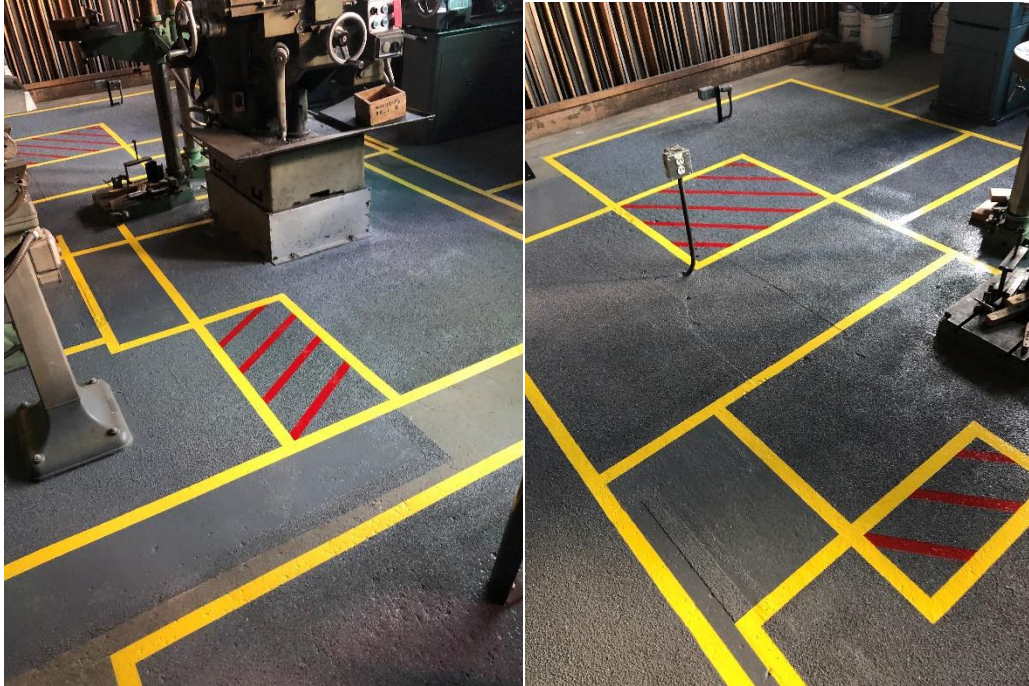


Figure 1

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 1/4" 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
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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		
	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory				(C-Complete / O - Outstanding)	Completed \$\$	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									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	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		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	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 (C-Complete / O - Outstanding)	Completed \$\$	Oustanding \$\$	
	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory							
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											
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	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													
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
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
			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 Spacing	Action - based on shop equipment list	Comment	Priority	Status (C-Complete / O - Outstanding)	Completed \$\$	Outstanding \$\$
	Satisfactory	Unsatisfactory	Satisfactory						
1 Planer	x		x	Remain	Replaced with saw stop with outfeed table	H&S	C		
2 Table Saw	x		x	Remain - Teacher only		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	Action - based on shop equipment list	Comment	Priority	Status	Completed \$\$	Outstanding \$\$
	Satisfactory	Unsatisfactory	Spacing				(C-Complete / O - Outstanding)		
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	Satisfactory	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	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			
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		Action - based on shop equipment list	Comment	Priority	Status (C-Complete / O - Outstanding)	Completed \$\$	Outstanding \$\$
	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory							
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		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		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
		Install interlock to prevent equipment from operating if dust collection system not in operation		H&S	O	2,000
Dust Collector Interlock						
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		H&S	O	309,100
Replace Dust Collector				H&S	O	
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

Equipment	Guards		Recommended Spacing		Delineation Lines - Non Skid Areas		Action	Status (C-Complete / O - Outstanding)	Completed \$\$	Outstanding \$\$
	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 (C-Complete / O - Outstanding)	Completed \$\$	Outstanding \$\$
	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory				
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 EQUIPMENT 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 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

	Equipment	Guards		Recommended Spacing		Delineation Lines - Non Skid Areas		Action	Status (C-Complete / O - Outstanding)	Completed \$\$	Outstanding \$\$
		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										
Equipment	Guards		Recommended Spacing		Delineation Lines - Non Skid Areas		Action	Status (C-Complete / O - Outstanding)	Completed \$\$	Outstanding \$\$
	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory				
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		
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		
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										
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 (C-Complete / O - Outstanding)	Completed \$\$	Outstanding \$\$
	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory				
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

	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. 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

Equipment	Guards		Recommended Spacing		Delineation Lines - Non Skid Areas		Action	Status (C-Complete / O - Outstanding)	Completed \$\$	Outstanding \$\$
	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
	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										
	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

Equipment	Guards		Recommended Spacing		Delineation Lines - Non Skid Areas		Action	Status (C-Complete / O - Outstanding)	Completed \$\$	Outstanding \$\$
	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										
Ventilation Upgrade									35,000	
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

		Guards		Recommended Spacing		Delineation Lines - Non Skid Areas		Action	Status (C-Complete / O - Outstanding)	Completed \$\$	Outstanding \$\$
Equipment		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

	Equipment	Guards		Recommended Spacing		Delineation Lines - Non Skid Areas		Action	Status (C-Complete / O - Outstanding)	Completed \$\$	Outstanding \$\$
		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										
	Fire Resistive Enclosure	Satisfactory	Unsatisfactory					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

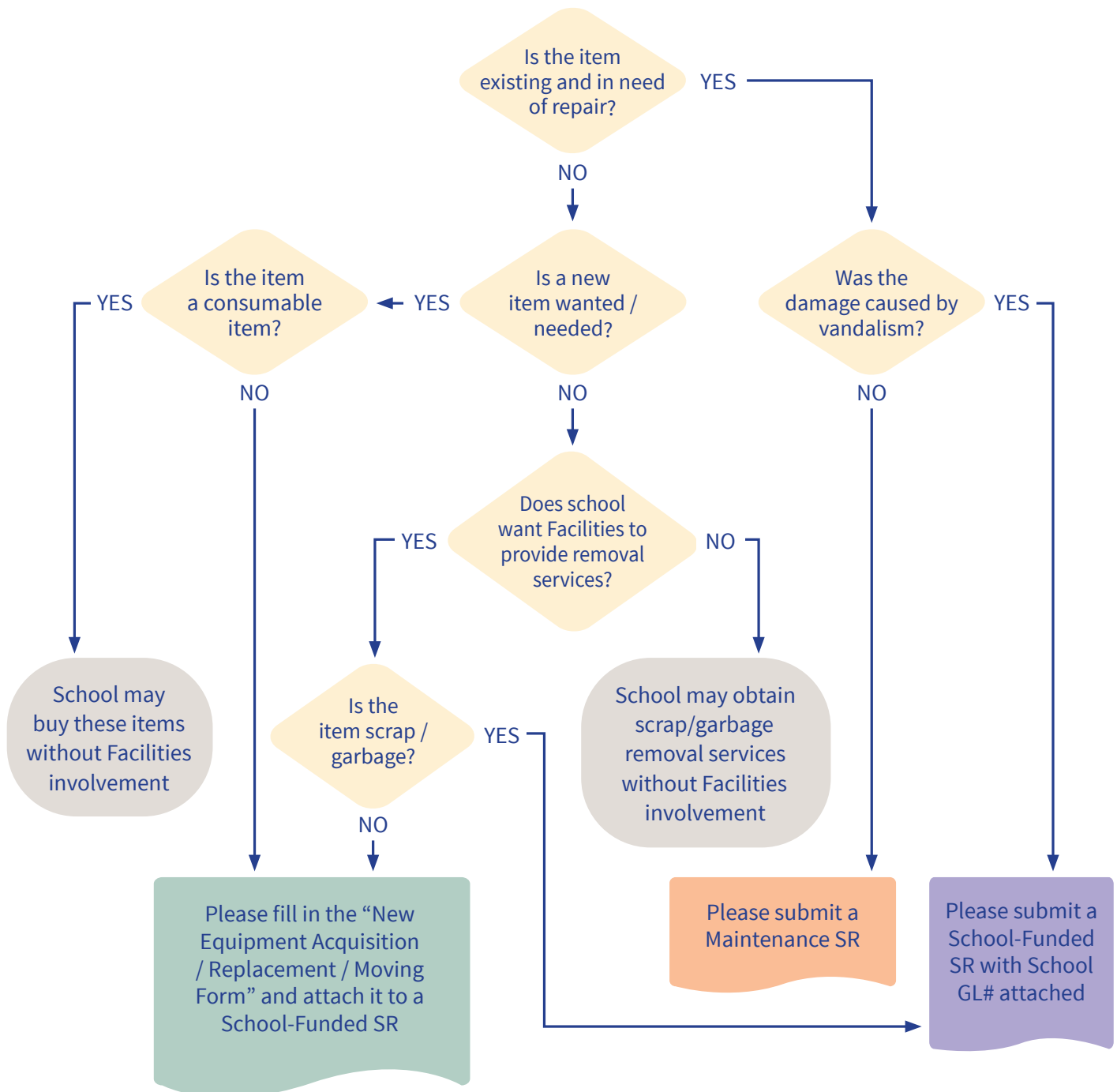
The signature of these individuals indicates that they were involved in the decision making process. This process will not continue without approval of the District, the Facilities Maintenance department and the School.

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.

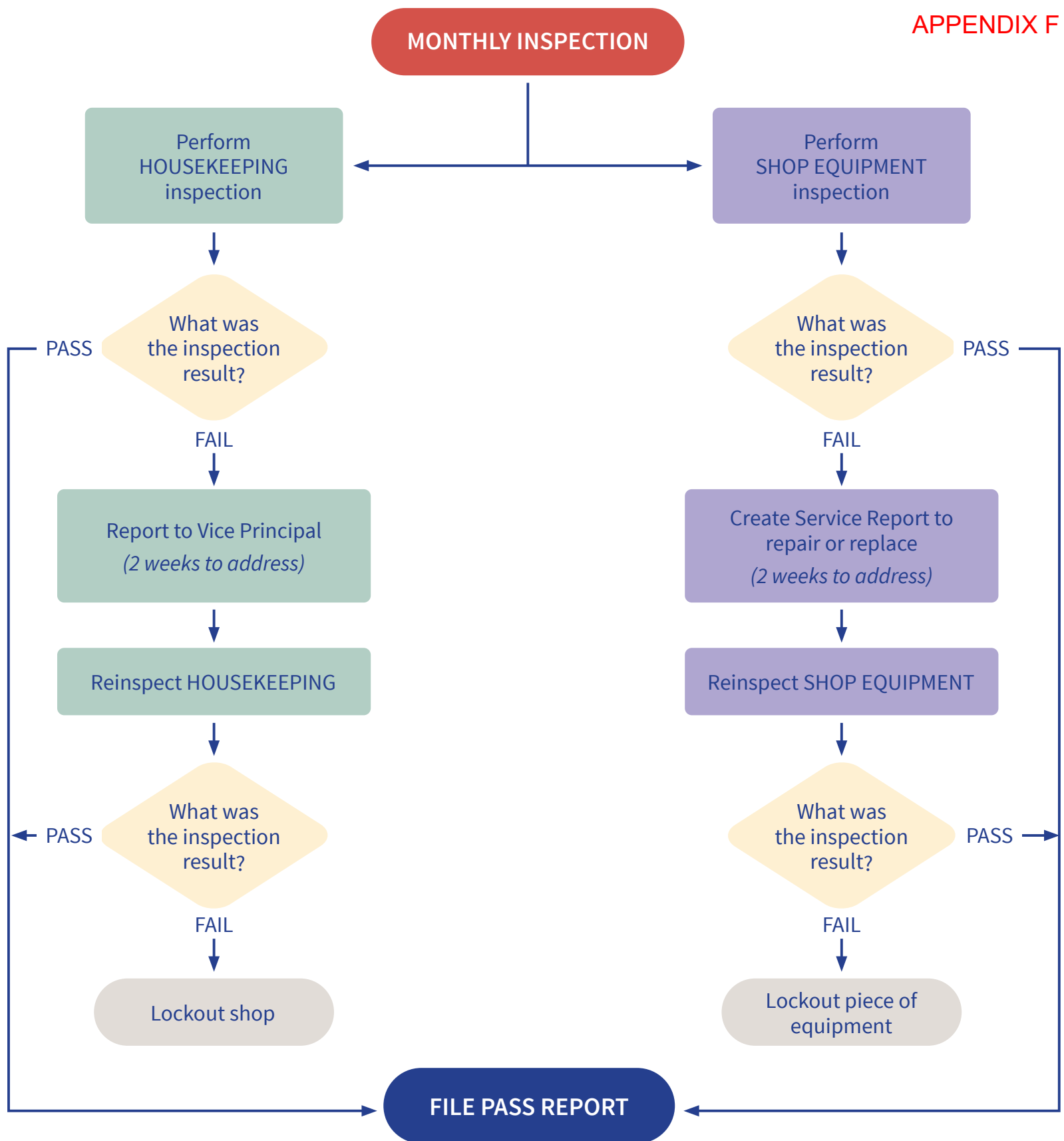
Note:

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*



- 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



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.