



**The Board of Education of School District No. 61 (Greater Victoria)**

**Operations Policy and Planning Committee**

**AGENDA  
VIA ZOOM**

Monday, November 8, 2021, 7:00 p.m.

Broadcasted via YouTube <https://bit.ly/3czx8bA>

Chairperson: Trustee Leonard

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**A. COMMENCEMENT OF MEETING**

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

**A.1. Acknowledgement of Traditional Territories**

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

**A.2. Approval of the Agenda**

5MIN

Recommended Motion:

That the November 8, 2021 Operations Policy and Planning Committee meeting agenda be approved.

**A.3. Approval of the Minutes**

Recommended Motion:

That the October 18, 2021 Operations Policy and Planning Committee meeting minutes be approved.

**A.4. Business Arising from Minutes**

**B. PRESENTATIONS TO THE COMMITTEE**

## **C. SUPERINTENDENT'S REPORT**

**C.1.** Recognition of Student Representative - None

## **D. PERSONNEL ITEMS**

## **E. FINANCE AND LEGAL AFFAIRS**

**E.1. New Policy 4116.13, Whistleblower Protection** 10MIN

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 4116.13 Whistleblower Protection, as presented.

**E.2. Shops Report** 10MIN

**E.3. 2022-2023 Budget: Budget Advisory Committee Draft Terms of Reference** 10MIN

## **F. FACILITIES PLANNING**

**F.1. Operations Update: November 2021** 10MIN

**F.2. Victoria High School Seismic Project Update** 10MIN

**F.3. Information Technology for Learning Update** 10MIN

## **G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

## **H. NEW BUSINESS**

**H.1. Standing Committee Agenda Setting – Trustee Hentze and Trustee Watters** 10MIN

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to create a rotating schedule of trustees to be invited to participate in Chair/Superintendent meetings for the duration of this Board's term.

**H.2. Shops Update - Trustee Duncan** 5MIN

February 8, 2021 Operations Policy and Planning Committee meeting referred the motion to the March 8, 2021 Operations Policy and Planning Committee meeting.

March 8, 2021 Operations Policy and Planning Committee meeting referred the motion to the October 18, 2021 Operations Policy and Planning Committee meeting.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to immediately allocate funds from the to be determined budget to address the following outstanding health and safety remediation's in the 17 school shops which were identified by the independent audit report in 2016/17: equipment guards (5,000), equipment spacing tbd, delineation lines around equipment/safety lines (6,000) and non-skid areas tbd, eye wash stations (500), storage and isolation of hazardous materials (2,000+2,000), emergency response materials (\$1,000), eye protection (1,000), ear protection (1,000), protective clothing (5,000) and equipment instructions and conflation zone signage (1,500 + 500). (\$25,500 per shop + non-skid area cost=\$433,500).

**I. NOTICE OF MOTION**

**J. GENERAL ANNOUNCEMENTS**

**K. ADJOURNMENT**

**Recommended Motion:**

That the meeting adjourn.



**Operations Policy and Planning Committee Meeting  
REGULAR MINUTES**

**Monday, October 18, 2021, 7:00 p.m.**

**Broadcasted via YouTube**

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

Trustees Present:      **Operations Policy and Planning Committee members:** Elaine Leonard (Chair), Angie Hentze, Nicole Duncan  
**Education Policy and Directions Committee members:** Jordan Watters, Ryan Painter, Diane McNally

Trustees Regrets:      Rob Painter

Administration:      Deb Whitten, Interim Superintendent of Schools, Kim Morris, Secretary-Treasurer, Colin Roberts, Interim Deputy Superintendent, Harold Caldwell, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Chuck Morris, Director of Facilities Services, Andy Canty, Director, Information Technology for Learning, Kelly Gorman, Recorder

Stakeholders:      Angela Carmichael, President, VCPAC, Connor McCoy, President, GVPVPA, Jane Massy, President, CUPE 947, Chris Clarke, GVTA, Paul Knapik, First Vice-President, CUPE 382

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**A. COMMENCEMENT OF MEETING**

This meeting was called to order at 7:04pm.

**A.1. Acknowledgement of Traditional Territories**



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

**A.2. Approval of the Agenda**

That the October 18, 2021 agenda be approved with the following amendment;

New Business

H.3. Childcare and CUPE 947 - Trustee McNally

Be referred to the November 8, 2021 Operations Policy and Planning committee meeting.

**Moved by** Trustee Duncan

That the October 18, 2021 Operations Policy and Planning Committee meeting agenda be approved, as amended.

**Motion Carried Unanimously**

**A.3. Approval of the Minutes**

**Moved by** Trustee Duncan

That the September 20, 2021 Operations Policy and Planning Committee meeting minutes be approved.

**Motion Carried Unanimously**

**A.4. Business Arising from Minutes**

None

**B. PRESENTATIONS TO THE COMMITTEE**

None

**C. SUPERINTENDENT'S REPORT**

### **C.1. Recognition of Student Representative**

Interim Superintendent Whitten introduced and Chair Leonard welcomed Student Representative, Tanesha Bhangu of Spectrum Secondary School.

## **D. PERSONNEL ITEMS**

### **D.1. Human Resources Update**

Principal Human Resources Sherstobitoff presented the Human Resources update to Trustees. Questions of clarification were asked. Trustees provided thanks for the update.

### **D.2. Occupational Health and Safety Annual Report**

Associate Director of Human Resources Jensen presented the report to Trustees, stating that it is important to note that the report was compared against 2020 when the District was closed April and May due to COVID. Questions of clarification were asked. Trustees provided thanks for the report.

## **E. FINANCE AND LEGAL AFFAIRS**

### **E.1. Monthly Financial Report – September 2021**

Secretary-Treasurer Morris started the presentation providing answers to questions from the September Operations Policy and Planning committee meeting. The September report shows 86% of the budget remaining for the year and is on target.

### **E.2. 2021-2022 Budget Change Report**

Secretary-Treasurer Morris presented the monthly Budget Change report.

### **E.3. Victoria High School Seismic Project Update**

Director of Facilities Services Morris stated that staff are being kept up to date by the project manager on an ongoing basis and further stated that he is confident in the process going forward. Questions of clarification were asked.

### **E.4. Enrollment Update**

Secretary-Treasurer Morris stated that the 1701 data is not final and has not been signed off . The District is up 455 FTE from September 2020. Head count is up 356 from spring 2021. Cause for celebration is an increase of 100 indigenous students returning to school fall 2021 compared to fall 2020. Diverse student levels 1, 2, and 3 went up 53 from spring 2021. Secondary conversion rates are ranging from 117%-103% resulting from grade 10-12 students taking more than 8 courses. If the province changes the funding from FTE to head count it would be a significant loss to the district in terms of revenue as currently the District is funded per course for grades 10-12. A final report will be provided after sign off. Questions of clarification were asked.

#### **2020-2021 Surplus Appropriation**

- E.5.** Secretary-Treasurer Morris stated that given the increase in enrollment the District will be able to accommodate the current surplus appropriation. The Board approved the surplus appropriation at the September 27, 2021 Board meeting. Questions of clarification were asked.

#### **2022-2023 Budget Development Draft Process**

- E.6.** Secretary-Treasurer Morris presented the process for information only to allow time to provide feedback before the October 25, 2021 Board meeting. Secretary-Treasurer Morris thanked Dr. Shelly Niemi for her invaluable assistance in working with the four houses on the wording of the values statement for the heading: Indigenous.

### **F. FACILITIES PLANNING**

#### **F.1. Operations Update: October 2021**

Director of Facilities Services Morris thanked his staff for the information in the report. Director of Facilities Services Morris stated that with Jim Soles retiring, Facilities Services has restructured the department and congratulated Marni Vistisen–Harwood as the new Associate Director of the department. Questions of clarification were asked.

### **G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

None

## **H. NEW BUSINESS**

### **H.1. George Jay Ad Hoc Committee**

Trustee Hentze provided rationale for the motion. The committee unanimously decided in favor of renaming the school. The goal is to have a new name and signage ready for September 2022. Questions of clarification were asked. Trustees thanked the committee for the recommendation.

**Moved by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) rename George Jay Elementary School as per Policy and Regulation 1421 and any applicable legislation;

AND FURTHER

That the Board of Education of School District No. 61 (Greater Victoria) task the George Jay Naming Ad Hoc Committee to make a recommendation to the Board for the new name of the school.

**Motion Carried Unanimously**

### **Covid-19 Vaccine Mandate - Trustee Painter**

#### **H.2.**

Trustee Painter provided rationale for the motion. Trustees debated the motion.

**Moved by** Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria), instruct the Interim Superintendent to begin the development and implementation of safety procedures, on a Covid-19 vaccine mandate in the district utilizing the proposed BCPSEA template.

**Motion Carried Unanimously**

### **H.3. Childcare and CUPE 947**

H.3. was referred to the November 8, 2021 Operations Policy and Planning committee meeting.

## **I. NOTICE OF MOTION**

None

**J. GENERAL ANNOUNCEMENTS**

None

**K. ADJOURNMENT**

The meeting adjourned at 8:52p.m.

**Moved by** Trustee Hentze

That the meeting adjourn.

**Motion Carried Unanimously**

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Chair

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Secretary-Treasurer

## **POLICY XXXX**

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### **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 the Chairperson of the Board, the Superintendent of Schools or the Secretary-Treasurer, or the Ombudsperson.

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

If an employee files a report or raises a concern under this procedure, the district will not retaliate against them in any manner, including dismissal or demotion, because of reporting.

### ANNUAL REPORTING

The Superintendent of Schools or Secretary-Treasurer shall submit to the Board, in an in-camera board meeting, an annual summary of actions taken under this policy. The summary will include reports received and acted upon during the school year, as defined by the annual school calendar.

### RESPONSIBILITY

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

### REFERENCES

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

APPROVED: XXXXX

## **PUBLIC INTEREST DISCLOSURE / WHISTLEBLOWER PROTECTION**

### **PROCEDURES**

1. Employees are expected to make reports and participate in investigations under this procedure in good faith, which means that they must be acting on belief in the truth of the report or the accuracy of any evidence they may provide in support of the report. They must be acting without malice, without an ulterior purpose and shall not be motivated by personal gain.
2. Employees who do not wish to be identified in connection with a report should clearly indicate this preference in the report. However, it is important for employees or stakeholders making a complaint to understand that anonymous complaints may be challenging to fully investigate.
3. Reports of workplace wrongdoings:
  - 3.1. may be made to an immediate supervisor, the Board Chairperson or the Superintendent or Secretary-Treasurer, in person, by telephone, or in writing (confidential email, fax or letter)
  - 3.2. will be handled with strict confidentiality, and
  - 3.3. personally identifiable information from the report will be shared only to the extent necessary to conduct a complete and fair investigation.
4. If an employee files a report or raises a concern under this procedure, the district will not retaliate against him or her in any manner, including dismissal or demotion, because of reporting.
5. If an investigation reveals that the report was frivolously fraudulent or malicious complaint made or undertaken for improper motives or made in bad faith, or without reasonable and probable basis, disciplinary action may be taken.
6. For the purposes of this procedure reportable activities include any serious wrongful conduct in connection with the District's programs or operations, including without being limited to:
  - 6.1. the violation of any laws of British Columbia or Canada, including the Criminal Code of Canada, or other applicable laws;
  - 6.2. the material breach of the District's Procedures or Regulations;
  - 6.3. misappropriation of District funds, resources or questionable accounting practices;
  - 6.4. fraud or falsifying District records; theft of cash, goods, services or time;
  - 6.5. any intentional, reckless or dangerous practice that could reasonably be expected to cause physical harm to any person or damage to District property;
  - 6.6. abuse of power or authority, and



- 6.7. retaliation against any person making a report or participating in an investigation under the Procedure.
7. Investigation: Upon receiving a complaint, the following procedure will be followed:
  - 7.1. the Superintendent or Secretary-Treasurer will record the receipt of the complaint and determine whether the matter is, in fact, a concern under this procedure.
  - 7.2. If the Superintendent or Secretary-Treasurer determines the complaint is legitimate, he or she will open a file and commence an investigation in a timely manner.
  - 7.3. The investigation generally will include, but will not be limited to, discussions with the reporting employee, the party against whom the allegations have been made, and witnesses, as appropriate. Employees shall not obstruct or impede any investigation.
  - 7.4. Reasonable actions will be taken to prevent retaliation against anyone making a good faith report or participating in an investigation.
  - 7.5. The Superintendent or Secretary-Treasurer may enlist outside legal, accounting or other advisors, as appropriate, to assist in conducting any investigation. All investigators shall be independent and unbiased both in fact and appearance. Investigators have a duty of fairness, objectivity, thoroughness and observance of legal and professional standards.
  - 7.6. It is the obligation of all employees to cooperate in any investigation. Those responsible for the investigation will maintain confidentiality of the allegations and the identity of the person involved, subject to the need to conduct a full and impartial investigation and remedy any violations of law or the board's procedures.
  - 7.7. If an investigation establishes that an employee has engaged in improper activity or reportable activity, the district will take immediate and appropriate corrective action.
8. The provisions of this procedure:
  - 8.1. are independent of, and supplemental to, the provisions of collective agreements between the School District and its Unions relative to grievance procedures and to any other terms and conditions of employment; and
  - 8.2. nothing in the procedure shall be deemed to diminish or impair the rights of the district to manage its employees under any policy or collective agreement; or to prohibit any personnel action which otherwise would have been taken regardless of the reporting of information.
9. Record of Proceedings: Records of all formal and informal resolutions, hearings, and reviews will be kept by the appropriate person: superintendent or secretary treasurer. Any records concerning employees will be maintained in accordance with all applicable laws and regulations.
10. Annual Report: The Superintendent of Schools or Secretary-Treasurer shall submit to the Board, in an in-camera board meeting, an annual summary of actions taken under this policy. The summary will include reports received and acted upon during the school year, as defined by the

annual school calendar

Reference: Bill M-207-20156, the Whistleblowers Protection Act

Adopted: (TBD)

Revised: (TBD)

DRAFT

## **Shops Recommendations Update Report**

Prepared: November 8, 2021

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.*

In December 2020, Staff provided the Board with a findings report (Appendix I – page 5) with ten recommendations.

The purpose of this report is to update the Board on the status of recommendations #1-#10.

### **II. Recommendation Status**

#### **Recommendation #1:**

Staff develop a priority replacement plan based on:

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

Status: COMPLETE (attached Appendix II – page 99)

#### **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.

Status: COMPLETED February 2 and 3, 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.

Status: COMPLETE (attached Appendix III – page 105)

#### **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.

*Status: On-going*

*Actions to date: \$350,000 2020-2021 Year 1 of 2 operating budget allocated  
\$350,000 Year 2 of 2 safety equipment from 2020-2021 surplus  
\$700,000 School Enhancement Program 2022-2023 Capital Plan Esquimalt dust collection system application/not approved  
Refer to 2022-2023 Budget Advisory Committee*

#### **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*

*Status: On-going*

*Actions to date: \$350,000 Year 2 of 2 safety equipment from 2020-2021 surplus*

#### **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*

*Status: On-going*

#### **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).

*Status: COMPLETE*

*Action to date: Deputy Superintendent advised and requested to include in annual professional development planning via the Joint Committee for Curriculum Implementation.*

#### **Recommendation #8**

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

*Status: On-going*

*Action to date: Calendar invitation sent to Shops team for 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.

Status: *In Progress Pending Administrative Procedure Project Completion (Draft - Appendix IV – page 112)*

### 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.

Status: *In Progress Pending Administrative Procedure Project Completion (Draft - Appendix V – page 120)*

### III. Overall Shop Safety Status Update

Woodshops													
C = Complete Date = projected completion date S= School Cost													
	Equipment Guards	Equipment Spacing	Safety Lines	Eye Wash Station	Storage Hazardous Material	Emergency Response Materials	Interlock Dust Collector	Eye Protection	Ear Protection	Protective Clothing	Equipment Instructions	Conflagration Zone Signage	Strobe lights
Esquimalt	C	C	C	C	C	C	C	S	S	S	C	Nov	Nov
Cedar Hill	C	C	C	C	C	C	C	S	S	S	C	Nov	C
Monetary	C	C	C	C	C	C	C	S	S	S	C	Nov	Nov
Gordon head	C	C	C	C	C	C	C	S	S	S	C	Nov	Nov
Reynolds	C	C	C	C	C	C	C	S	S	S	C	Nov	Nov
Shoreline	C	C	C	C	C	C	C	S	S	S	C	Nov	C
Central	Dec	Dec	Dec	C	Dec	Dec	C	S	S	S	Dec	Dec	Nov
Vic High	C	C	C	C	C	C	C	S	S	S	C	Nov	Nov
Oak Bay	C	C	C	C	C	C	C	S	S	S	C	Nov	Nov
Arbutus	C	C	C	C	C	C	C	S	S	S	C	Nov	Nov
Glanford	Consultation in progress							S	S	S	Oct	Nov	Nov
Lambrick Park	C	C	Dec	C	C	C	C	S	S	S	C	Nov	Nov
Lansdowne	Oct	Oct	Oct	Oct	Oct	Oct	Oct	S	S	S	Oct	Oct	Oct
Colquitz	Consultation Needs to be completed prior to work (no instructor to date)												
Rockheights	C	C	C	C	C	C	C	S	S	S	C	Nov	Nov
Mt. Doug	C	Dec	Dec	Dec	Dec	Dec	Dec	S	S	S	Dec	Dec	Dec
Spectrum	C	C	C	C	C	C	C	S	S	S	C	Nov	Nov

### Metal - Auto - Air Hanger

C = Complete Date = projected completion date S = School Cost

	Equipment Guards	Equipment Spacing	Safety Lines	Eye Wash Station	Storage Hazardous Material	Eye Protection	Ear Protection	Protective Clothing	Equipment Instructions	Notes				
Esquimalt Metal	C	C	C	C	C	C	C	C	C	Nov				
Esquimalt Auto	C			C		S	S	S		Consultation in Dec				
Cedar Hill Metal	C			C		S	S	S		Consulation in Nov				
Reynolds Metal	C			C		S	S	S		Consulation in progress				
Reynold Auto	C			C		S	S	S		Consulation in Dec				
Vic High Metal	C			C		S	S	S		Consulation in Nov				
Vic High Auto	C			C		S	S	S		Consulation in Dec				
Oak Bay Metal/Auto	C			C		S	S	S		Consulation in Nov				
Arbutus Metal	C			C		S	S	S		Consulation in Nov				
Lambrick Park Metal	C			C		S	S	S		Consulation in Nov				
Mt. Doug Metal	C			C		S	S	S		Consulation in Nov				
Mt. Doug Auto	C			C		S	S	S		Consulation in Dec				
Mt. Doug Aviation	C			C		S	S	S		Consulation in Nov				
Spectrum Metal	C			C		S	S	S		Consulation in Nov				
Spectrum Auto	C			C		S	S	S		Consulation in Dec				

#### IV. 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.

#### V. Recommendations

Nil. Information only.

**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.



<b>Table 1: Woodshop Summary</b>		
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
<b>Totals</b>	<b>\$1,052,060</b>	<b>\$8,735,667</b>

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.

<b>Table 2: Metal, Auto and Air Hanger Summary</b>		
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
<b>Totals</b>	<b>\$440,761</b>	<b>\$4,129,500</b>

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

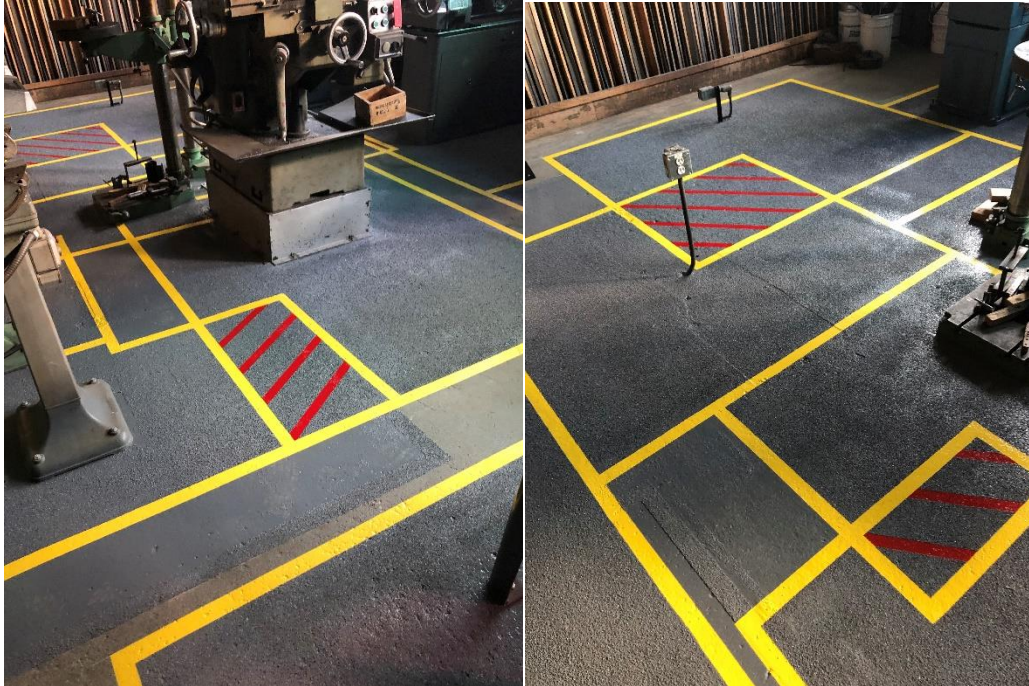


Figure 1

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

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

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

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

### III. Process for New Equipment

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

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

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

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

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

#### IV. Programming

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

#### V. Roles & Responsibilities

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

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

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

#### VI. Conclusion

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

#### VII. Recommendations

##### **Recommendation #1:**

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

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

*Target date: February 2021*

**Recommendation #2:**

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

*Target date: March 2021*

**Recommendation #3**

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

*Target date: March 2021*

**Recommendation #4**

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

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

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

*Target date: April 2021 and subsequent budget years*

**Recommendation #5**

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

*Target date: Summer 2021 and subsequent year ends*

**Recommendation #6**

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

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

*Target date: Fall 2021 and subsequent school year startups*

**Recommendation #7**

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

*Target date: 2021-2022 and subsequent school years*

**Recommendation #8**

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

*Target date: 2025*

**Recommendation #9**

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

*Target date: June 30, 2021*

**Recommendation #10**

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

*Target date: Immediately*



# GREATER VICTORIA SCHOOL DISTRICT

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## Shop Facility and Equipment Renewal

### Guiding Principles

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

### Conditions for “Grandfathering” of Equipment

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

### Secondary School Shops

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

**Victoria High School**

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

*Future Consideration – Engineering and Design*

**Esquimalt Secondary School**

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

*Future Consideration – Sheet Metal with Marine Focus*

**Lambrick Park Secondary**

- Metalwork (Explore)
- Woodwork (Train)

*Future Considerations – Expansion of TASK Program*

**Reynolds Secondary**

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

*Future Considerations – Electronics and Robotics*

**Spectrum Community School**

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

*Future Considerations – Expansion of Welding Program*

**Oak Bay High School**

- Mechanics (Explore)
- Woodwork (Explore)

*Future Considerations – Engineering and Robotics*

**Mount Doug Secondary**



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

*Future Consideration – Engineering and Robotics*

### **SJ Willis School**

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

*Future Consideration - Expansion of opportunities for students to programs*

### **Secondary School Woodwork Shop – Base Level Equipment**

#### **Stationary Power Equipment**

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

#### **Mobile Power Equipment**

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

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

### **Hand/ Bench Tools**

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

### **Secondary School Metalwork Shop – Base Level Equipment**

#### **Stationary Power Equipment**

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

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

### **Mobile /Bench Equipment**

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

### **Mobile Power Equipment**

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

### **Secondary School Automotive Shop – Base Level Equipment**

#### **Stationary Power Equipment**

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

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

### **Mobile Equipment**

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

### **Hand Power Tools**

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

### **Other**

Briggs & Stratton Engines	16
Subscription to Alldata or Mitchell	1

### **Middle School Shops**

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

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

### **Current configuration of Middle School Shops:**

#### **Arbutus Global Middle School**

- Separate Woodwork and Metalwork shops

#### **Colquitz Middle School**

- Woodwork shop only

#### **Central Middle School**

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

#### **Glanford Middle School**

- Woodwork shop only

#### **Gordon Head Middle School**

- Woodwork shop only

#### **Cedar Hill Middle School**

- Separate Woodwork and Metalwork shops

#### **Monterey Middle School**

- Woodwork shop only

#### **Lansdowne Middle School**

- Woodwork shop only

#### **Rockheights Middle School**

- Woodwork shop only

#### **Shoreline Community School**

- Separate Woodwork and Metalwork shops

### **Middle School Wood Shop – Base Level Equipment**

#### **Stationary Power Equipment**

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

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

### **Mobile Power Equipment**

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

### **Hand/Bench Tools**

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

### **Middle School Metal Shop – Base Level Equipment**

#### **Stationary Power Equipment**

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

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

### **Mobile/Bench Equipment**

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

### **Mobile Power Equipment**

Corded Drills	2
Soldering Irons	6
Angel Grinder	1

## Woodshop Summary

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

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



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

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

Cedar Hill Woodshop - Equipment Review

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

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

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

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

Completed Costs:15,691

Future Costs:589,750

Colquitz Woodshop - Equipment Review

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

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



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

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

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

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
						<b>Completed Costs:</b>	<b>45,803</b>
						<b>Future Costs:</b>	<b>422,030</b>

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)**

<b>Safety Equipment</b>					
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		x		Full review for this area recommended		H&S	O		1,000
Electrical		x		Full review for this area recommended		H&S	O		1,000
Maintenance		x		Full review for this area recommended		H&S	O		1,000
Housekeeping		x		Full review for this area recommended		H&S	O		1,000
Ventilation		x		Full review for this area recommended		H&S	O		1,000

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

Mt. Douglas Woodshop - Equipment Review

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

Housekeeping	x	Draw concerns and hose connections. Full review recommended	H&S		
Return Air Duct	x	Draw concerns and hose connections. Full review recommended	H&S		
FINISHING ROOM	Satisfactory	Unsatisfactory			
Fire Resistive Enclosure	x	Full review for this area recommended	H&S	O	1,000
Electrical	x	Full review for this area recommended	H&S	O	1,000
Maintenance	x	Full review for this area recommended	H&S	O	1,000
Housekeeping	x	Full review for this area recommended	H&S	O	1,000
Ventilation	x	Full review for this area recommended	H&S	O	1,000
Flammable Liquid Storage	x	Full review for this area recommended	H&S	O	1,000
Engineering Fees		Engineering Fees	H&S	O	15,000
Ventilation Upgrade		Ventilation Upgrade	H&S	O	150,000
PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION)					
Safety Equipment					
Eye Wash Station	x	Lacks Standard testing of eye wash	H&S	O	500
Emergency Stop (3 min)	x		H&S	C	-
Gas cut off switch	x		H&S	C	-
Fire Extinguishers	x		H&S	C	-
Fire Blankets	x		H&S	C	-
Emergency Response Procedures	x	Should be Reviewed	H&S	O	1,000
Intercom/Office Contact	x		H&S	C	-
First Aid Supplies	x		H&S	C	-
Eye Protection	x	Should be Reviewed	H&S	O	1,000
Emergency Shower	n/a		H&S		
Protective Clothing	x	Should be Reviewed	H&S	O	5,000
Hearing Protection	x	Should be Reviewed	H&S	O	1,000
Engineering Fees		Engineering Fees	H&S	O	35,000
Dust Collector Interlock		Install interlock to prevent equipment from operating if dust collection system not in operation	H&S	O	2,000
Remove all screws and shorten all flexible duct connections			H&S	O	7,000
Balance system and secure all blast gates			H&S	O	4,000
Conflaguration Zone Signage		Install Signage for conflaguration zone	H&S	O	500
Shop Signage - Equipment Instructions		Install Equipment and Safety Instructions for Equipment	H&S	O	1,500
Replace Dust Collector		Not code compliant, undersized, no explosion panel or blow back damper and airflow below 4000CFM	H&S	O	405,900
Electrical Upgrades to Electrical Code		Update all electrical to ensure to Code		O	30,000
Safety Lines		Safety lines - painted for all equipment	H&S	O	6,000
Equipment Guards			H&S	O	5,000
				Completed Costs:	17,957
				Future Costs:	691,248

Oak Bay High School Woodshop - Equipment Review

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

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



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

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

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

Engineering Fees		Engineering Fees	H&S	O	15,000
Ventilation Updgrade		Ventilation Updgrade	H&S	O	150,000
<b>PERSONAL PROTECTION STUDENTS &amp; STAFF (SAFETY STATION)</b>					
<b>Safety Equipment</b>					
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
<b>Completed Costs:</b>					<b>12,503</b>
<b>Future Costs:</b>					<b>600,925</b>

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

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

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	
<b>FINISHING ROOM</b>	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
<b>PERSONAL PROTECTION STUDENTS &amp; STAFF (SAFETY STATION)</b>						
<b>Safety Equipment</b>						
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
				<b>Completed Costs:</b>		<b>244,476</b>
				<b>Future Costs:</b>		<b>191,750</b>



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	
<b>FINISHING ROOM</b>	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
<b>PERSONAL PROTECTION STUDENTS &amp; STAFF (SAFETY STATION)</b>						
<b>Safety Equipment</b>						
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
<b>Totals</b>	<b>440,761</b>	<b>4,129,500</b>

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

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

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

Completed Costs:2,430

Future Costs:394,500

Cedar Hill - Metal Shop										
Equipment	Guards		Recommended Spacing		Delineation Lines - Non Skid Areas		Action	Status (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				
<b>Metal Dust Collection Systems</b>	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
<b>FINISHING ROOM</b>	Satisfactory	Unsatisfactory					N/A			
<b>PERSONAL PROTECTION EQUIPMENT STUDENTS &amp; STAFF (SAFETY STATION)</b>										
<b>Safety Equipment</b>										
Eye Wash Station		x					Lacks Standard testing of eye wash station.	O		500
Emergency Stop (3 min)	x						Appears to be standard.	C		
Gas cut off switch	x						Appears to be standard.	C		
Fire Extinguishers	x						Appears to be standard.	C		
Fire Blankets	x						Appears to be standard.	C		
Emergency Response Procedures		x					Should be reviewed.	O		1,000
Intercom/Office Contact	x						Appears to be standard.	C		
First Aid Supplies	x						Appears to be standard.	C		
Eye Protection		x					Should be reviewed.	O		1,000
Emergency Shower	n/a	n/a								
Protective Clothing		x					Should be reviewed.	O		5,000
Hearing Protection		x					Should be reviewed.	O		1,000
Ventilation Upgrade								O		300,000
Safety lines								O		7,000
Guards								O		5,000
Electrical to code								O		30,000

Completed Costs: 1,200

Future Costs: 394,500

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



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

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

	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
										<b>Completed Costs:</b>	
										-	
										<b>Future Costs:</b>	
										<b>49,000</b>	

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								
<b>Plasma Operations</b>										
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
<b>VENTILATION / DUST COLLECTION SYSTEMS</b>										
	Satisfactory	Unsatisfactory								
<b>Metal Dust Collection Systems</b>										
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
<b>FINISHING ROOM</b>										
	N/A	N/A					N/A			
<b>PERSONAL PROTECTION STUDENTS &amp; STAFF (SAFETY STATION)</b>										
<b>Safety Equipment</b>										
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		
<b>HAZARDOUS MATERIALS</b>	Satisfactory	Unsatisfactory					Comments			
<b>1. Flammable &amp; Combustible</b>										
Properly Stored	x						Appears to be standard.	C		
Isolation		x					Concerns noted with parts washers and proximity to grinder.			500
Ventilated Area	x						Appears to be standard.	C		
Electrical	x						Appears to be standard.	C		
	Satisfactory	Unsatisfactory								
<b>2. Welding Operations</b>										
Gas Cylinder Storage		x					Concerns noted.	O		1,000
Isolation	x						Appears to be standard.	C		
Equipment Condition	x						Appears to be standard.	C		
Flashback arrestors in place	x						Appears to be standard.	C		
	Satisfactory	Unsatisfactory								
<b>Welding Cubicles</b>										
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				
<b>VENTILATION / DUST COLLECTION SYSTEMS</b>										
<b>Dust Collection Systems</b>	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		
<b>FINISHING ROOM</b>	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				
<b>PERSONAL PROTECTION STUDENTS &amp; STAFF (SAFETY STATION)</b>										
<b>Safety Equipment</b>										
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
										<b>Completed Costs:</b>	
										-	
										<b>Future Costs:</b>	
										<b>34,500</b>	

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
<b>Completed Costs:</b>									-	
									<b>Future Costs:</b>	<b>13,500</b>

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
<b>Completed Costs:</b>									-	
									<b>Future Costs:</b>	<b>352,500</b>

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										



	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 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
<b>VENTILATION / DUST COLLECTION SYSTEMS</b>											
	<b>Metal Dust Collection Systems</b>	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
	<b>FINISHING ROOM</b>	Satisfactory	Unsatisfactory					N/A			
<b>PERSONAL PROTECTION STUDENTS &amp; STAFF (SAFETY STATION)</b>											
	<b>Safety Equipment</b>										
	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		
<b>HAZARDOUS MATERIALS</b>	Satisfactory	Unsatisfactory					Comments			
<b>1. Flammable &amp; Combustible</b>										
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								
<b>2. Welding Operations</b>										
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								
<b>Welding Cubicles</b>										
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			
<b>VENTILATION / DUST COLLECTION SYSTEMS</b>										
<b>Dust Collection Systems</b>	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		
<b>FINISHING ROOM</b>	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			
<b>PERSONAL PROTECTION STUDENTS &amp; STAFF (SAFETY STATION)</b>										
<b>Safety Equipment</b>										
Eye Wash Station		x					Lacks standard testing of eye wash station.	O		500
Emergency Stop (3 min)	x						Appears to be standard.	C		
Gas cut off switch	x						Appears to be standard.	C		
Fire Extinguishers	x						Appears to be standard.	C		

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

Completed Costs:-

Future Costs:41,000

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

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

Completed Costs:-

Future Costs:392,500

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

Spectrum - Metal Shop										
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								
<b>Plasma Operations</b>										
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
<b>VENTILATION / DUST COLLECTION SYSTEMS</b>										
<b>Metal Dust Collection Systems</b>	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
<b>FINISHING ROOM</b>										
	N/A	N/A					N/A			
<b>PERSONAL PROTECTION STUDENTS &amp; STAFF (SAFETY STATION)</b>										
<b>Safety Equipment</b>										
Eye Wash Station		x					Lacks standard eye wash station testing.	O		500
Emergency Stop (3 min)	x						Appears to be standard.	C		
Gas cut off switch	x						Appears to be standard.	C		
Fire Extinguishers	x						Appears to be standard.	C		
Fire Blankets	x						Appears to be standard.	C		
Emergency Response Procedures		x					Should be reviewed.	O		1,000
Intercom/Office Contact	x						Appears to be standard.	C		
First Aid Supplies	x						Appears to be standard.	C		
Eye Protection		x					Should be reviewed	O		1,000
Emergency Shower	n/a	n/a								
Protective Clothing		x					Should be reviewed.	O		5,000
Hearing Protection		x					Should be reviewed.	O		1,000
Engineering Costs									35,000	
Ventilation Upgrade									270,677	
Safety lines								O		7,000
Guards								O		5,000
Electrical to code								O		5,000
<b>Completed Costs:</b>									<b>305,677</b>	
<b>Future Costs:</b>										<b>55,500</b>

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	Satisfactory	Unsatisfactory								
	Fire Resistive Enclosure		x					Full review for this area is recommended.	O		2,000
	Electrical		x					Full review for this area is recommended.	O		2,000
	Maintenance		x					Full review for this area is recommended.	O		2,000
	Housekeeping		x					Full review for this area is recommended.	O		2,000
	Ventilation		x					Full review for this area is recommended.	O		2,000
	Flammable Liquid Storage		x					Full review for this area is recommended.	O		2,000
	PERSONAL PROTECTION STUDENTS & STAFF (SAFETY STATION)										
	Safety Equipment										
	Eye Wash Station		x					Lacks Standard testing of eye wash station.	O		500
	Emergency Stop (3 min)	x						Appears to be standard.	C		
	Gas cut off switch	x						Appears to be standard.	C		
	Fire Extinguishers	x						Appears to be standard.	C		
	Fire Blankets	x						Appears to be standard.	C		
	Emergency Response Procedures		x					Should be reviewed.	O		1,000
	Intercom/Office Contact	x						Appears to be standard.	C		
	First Aid Supplies	x						Appears to be standard.	C		
	Eye Protection		x					Should be reviewed.	O		1,000
	Emergency Shower		n/a								
	Protective Clothing		x					Should be reviewed.	O		5,000
	Hearing Protection		x					Should be reviewed.	O		1,000
	Ventilation Upgrade								O		300,000
	Safety lines								O		7,000
	Guards								O		5,000
	Electrical to code								O		30,000

Completed Costs: -

Future Costs: 404,500

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

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

## 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 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

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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.

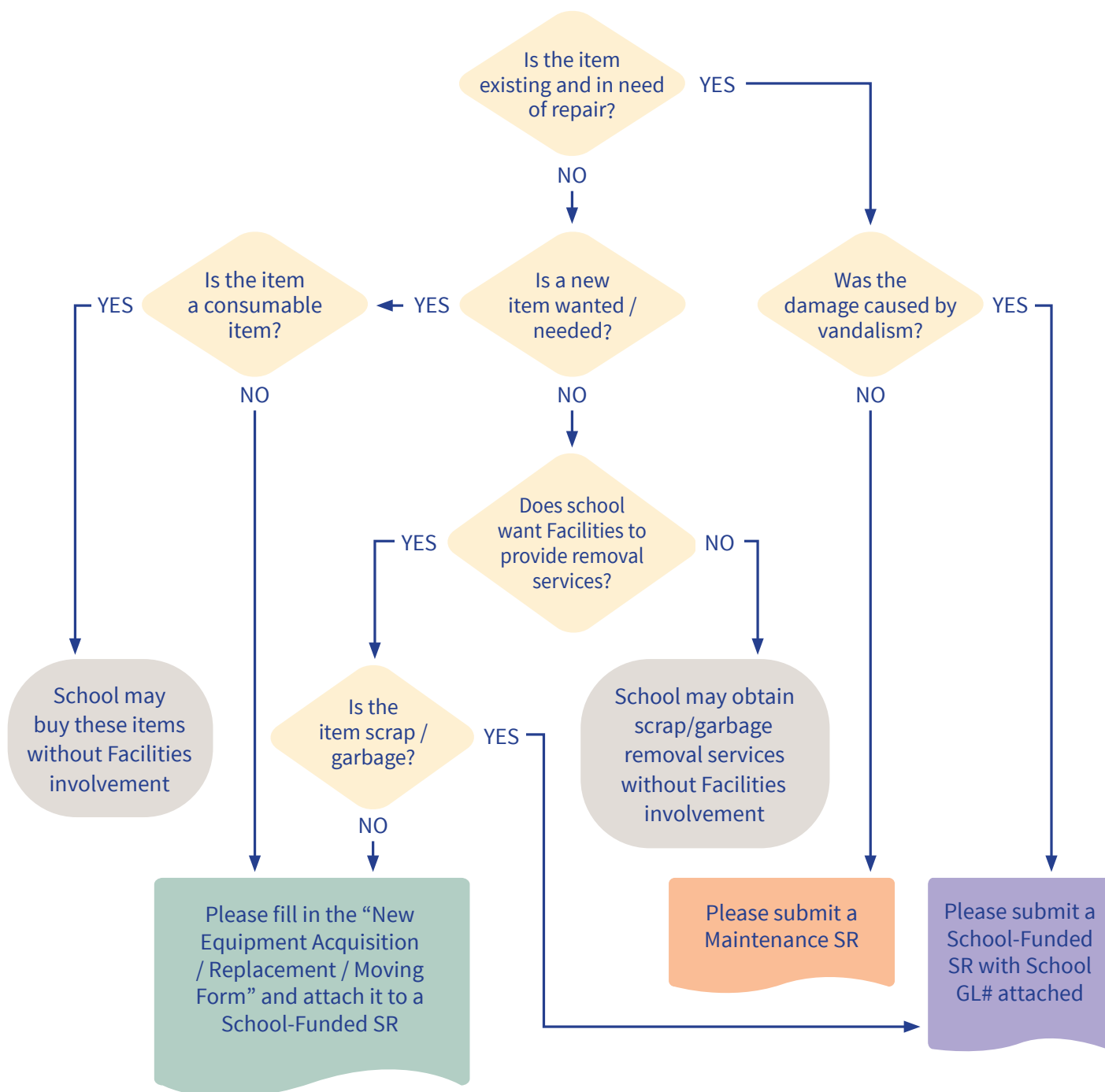
3. Once signed, the school Principal or Vice Principal can submit a *School Funded Service request* with this form attached and any other documentation that arises from the approval process.
4. The minor capital department will work with purchasing to order and install the approved equipment.

### **Note:**

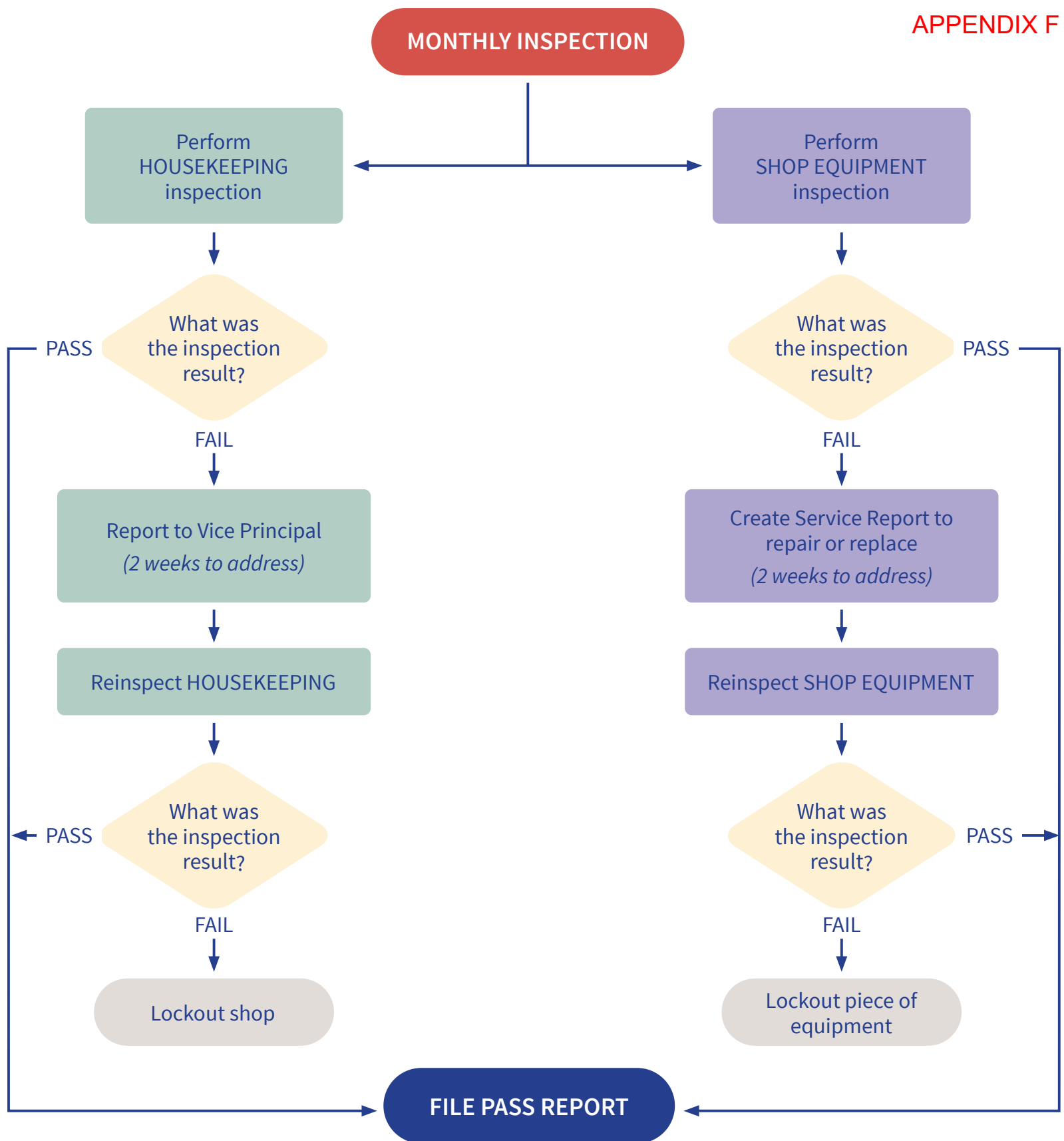
1. In some cases the purchasing department may contact the Minor Capital directly to discuss whether there may be some more economical alternative that would meet the school's needs. In such cases contact will be made directly with the Principal as soon as possible after the any change has been made.
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
<b>Total</b>	<b>\$1,178,650</b>

Year 2

Shoreline	\$588,600
Central	\$589,750
<b>Total</b>	<b>\$1,178,350</b>

Year 3

Reynolds	\$723,650
Colquitz	\$438,120
<b>Total</b>	<b>\$1,161,770</b>

Year 4

Lansdowne	\$665,660
Cedar Hill	\$510,600
<b>Total</b>	<b>\$1,176,260</b>

Year 5

Arbutus	\$592,275
Rockheights	\$600,925
<b>Total</b>	<b>\$1,193,200</b>

Year 6

Vic High	\$637,050
Oak Bay	\$471,019
<b>Total</b>	<b>\$1,108,069</b>

Year 7

Mt. Doug	\$691,248
Central - Metal	\$384,500
<b>Total</b>	<b>\$1,075,748</b>

Year 8

Lambrick Park	\$736,220
Spectrum, Gordon Head, Monterey	\$311,900
<b>Total</b>	<b>\$1,048,120</b>

Year 9

Arbutus - Metal	\$394,500
Cedar Hill - Metal	\$394,500
Esquimalt - Metal	\$392,500
<b>Total</b>	<b>\$1,181,500</b>

Year 10

Lambrick Park - Metal	\$394,500
Esquimalt - Auto	\$49,000
Oak Bay - Metal	\$352,500
<b>Total</b>	<b>\$796,000</b>

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
<b>Total</b>	<b>\$874,000</b>

Year 12

Shoreline - Metal	\$392,500
Spectrum - Metal	\$55,500
Spectrum - Auto	\$41,000
Vic High - Metal	\$404,500
Vic High - Auto	\$33,000
<b>Totals</b>	<b>\$926,500</b>

## Recommendation 1 – November 25, 2021

### Woodshops

#### Current Equipment Installation / Non-encroachment Zones / Safety

The summer saw 12 of the 17 wood shops have equipment moved, energized, magnetic switches installed, dust collector interlocked, ducting completed, and signage installed. 11 of the 12 woodshop safety zones were painted with the remaining (Lambrick Park) to be complete during the Christmas break. There was a delay in obtaining the purchased strobe lights with components being received in September. The strobe lights will be installed in all middle and secondary wood shops by the end of November. We are in the process of completing equipment placement consultations with Glanford and will with Colquitz when a woodshop teacher can be consulted. Lansdowne is in the process of having equipment moved, dust collector interlocked, signage installed and safety zones painted.

The facilities department has had to install a number of electrical panels due to code requirements which was unexpected, taking further time and money.

All the following items were targeted to be completed concurrently during the month, and are dependent on funding. An update on the schedule and items to complete can be found in the table below,

- Electrical Upgrades to Electrical Code, including addition of magnetic switches
- Shop Signage - Equipment Instructions
- Dust Collector Interlock
- Emergency Stop
- Strobe lights
- Conflagration Zone Signage
- Equipment Guard Installations
- Eye Wash Station Upgrades to moderate risk standards – complete at all schools to date

#### Woodshop Update / Schedule

School	Month Item Scheduled for Completion	Notes – Items to Complete
Esquimalt	Complete by end of November	Strobe light installation to complete
Cedar Hill		All Tasks Complete
Monterey	Complete by end of November	Strobe light installation to complete
Gordon Head	Complete by end of November	Strobe light installation to complete
Reynolds	Complete by end of November	Strobe light installation to complete
Shoreline		All Tasks Complete

Central	December 2021 and as time permits around classes	Consultation Complete. Need to move equipment, install strobe light, and paint safety zones
Vic High	Complete by end of November	Strobe light installation to complete, and ducting to new sanding table
Oak Bay	Complete by end of November	Strobe light installation to complete
Arbutus	Complete by end of November	Strobe light installation to complete
Glanford	Complete from November – Dec outside of class times	Consultation in progress. Need to move equipment, install strobe light and paint safety zones during x-mas break
Lambrick Park	Complete by end of November	Strobe light installation to complete
Lansdowne	In Progress	All items in progress to be complete by end of Oct
Colquitz		Consultation to complete once instructor is present
Rockheights	Complete by end of November	Strobe light installation to complete
Mt. Doug	X-mas or Spring Break target date	Consultation Complete. Need to move equipment, install strobe light and paint safety zones
Spectrum	Complete by end of November	Strobe light installation to complete

### Priority Replacement - Dust Collection Systems \*dependent on funding\*

During all dust collector upgrades, units are balances and blast gates secured. All ducting is inspection and /or replaced to ensure all screws are removed and all flexible duct connections are appropriate length. When reviewing electrical connections in shop, facilities is ensuring dust collector is interlocked with equipment.

#### Year 1 -2021

Glanford	\$422,030
Esquimalt	\$756,620 – Added to SEP
<b>Total</b>	<b>\$1,178,650</b>

#### Year 2 -2022

Shoreline	\$588,600
Central	\$589,750
<b>Total</b>	<b>\$1,178,350</b>

#### Year 3 -2023

Reynolds	\$723,650
Colquitz	\$438,120
<b>Total</b>	<b>\$1,161,770</b>

#### Year 4 -2024

Lansdowne	\$665,660
Cedar Hill	\$510,600
<b>Total</b>	<b>\$1,176,260</b>

#### Year 5 - 2025

Arbutus	\$592,275
Rockheights	\$600,925
<b>Total</b>	<b>\$1,193,200</b>

#### Year 6 - 2026

Vic High	\$637,050
Oak Bay	\$471,019
<b>Total</b>	<b>\$1,108,069</b>

#### Year 7 -2027

Mt. Doug	\$691,248
Central - Metal	\$384,500
<b>Total</b>	<b>\$1,075,748</b>

#### Year 8 -2028

Lambrick Park	\$736,220
Spectrum, Gordon Head, Monterey	\$311,900 *dust collectors have been upgraded
<b>Total</b>	<b>\$1,048,120</b>

## Metal Shops

### Current Equipment Installation / Non-encroachment Zones/Safety

The Facilities Department has started the consultation process including creating the shop drawings. After consultation is complete work will take place to install the newly purchased equipment with the relocation of current equipment to ensure safety zone compliance. Each school will take approximately one month to complete. All the following items are completed concurrently during the month, and are dependent on funding.

- Electrical Upgrades to Electrical Code
- Shop Signage - Equipment Instructions
- Emergency Stop (3 min)
- Equipment Guard Installations

- Eye Wash Station Upgrades to moderate risk standards –Complete at all schools to date

#### Metal –Auto – Air Hanger Shop Schedule

School	Scheduled Month	Notes
Esquimalt Metal and Auto	November	Plasma Cutter Installation to complete
Cedar Hill	Consultation scheduled for completion - November	Consultation drawings in Progress
Reynolds	Equipment Move/Signage - November	Consultation Complete
Central	Consultation scheduled for completion - November	Metal Shop Items Removed
Vic High-Metal and Auto	Consultation scheduled for completion - November	Consultation drawings in Progress
Oak Bay	Consultation scheduled for completion - November	Consultation drawings in Progress
Arbutus	Consultation scheduled for completion - November	Consultation drawings in Progress
Lambrick Park - Metal	Consultation scheduled for completion - November	Consultation drawings in Progress
Mt. Doug-Metal Auto and Aviation	Consultation scheduled for completion - November	Consultation drawings in Progress
Spectrum –Metal and Auto	Consultation scheduled for completion - November	Consultation drawings in Progress

#### Priority Replacement - Metal Shop Ventilation Upgrades \*dependent on funding\*

##### Year 9 - 2028

Arbutus - Metal	\$394,500
Cedar Hill - Metal	\$394,500
Esquimalt - Metal	\$392,500
<b>Total</b>	<b>\$1,181,500</b>



#### Year 10 -2029

Lambrick Park - Metal	\$394,500
Esquimalt - Auto	\$49,000
Oak Bay - Metal	\$352,500
<b>Total</b>	<b>\$796,000</b>

#### Year 11 -2030

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

#### Year 12 -2031

Shoreline - Metal	\$392,500
Spectrum - Metal	\$55,500
Spectrum - Auto	\$41,000
Vic High - Metal	\$404,500
Vic High - Auto	\$33,000
<b>Totals</b>	<b>\$926,500</b>

## Eye Wash Stations

Teachers are responsible weekly, to check and ensure the eye wash stations and emergency showers are functioning correctly. Facilities is continuing to complete monthly checks and maintain all units. Facilities has ensured all eye wash stations are compliant. . New signage and eyewash inspection sheets have been installed.

## Fire Extinguishers

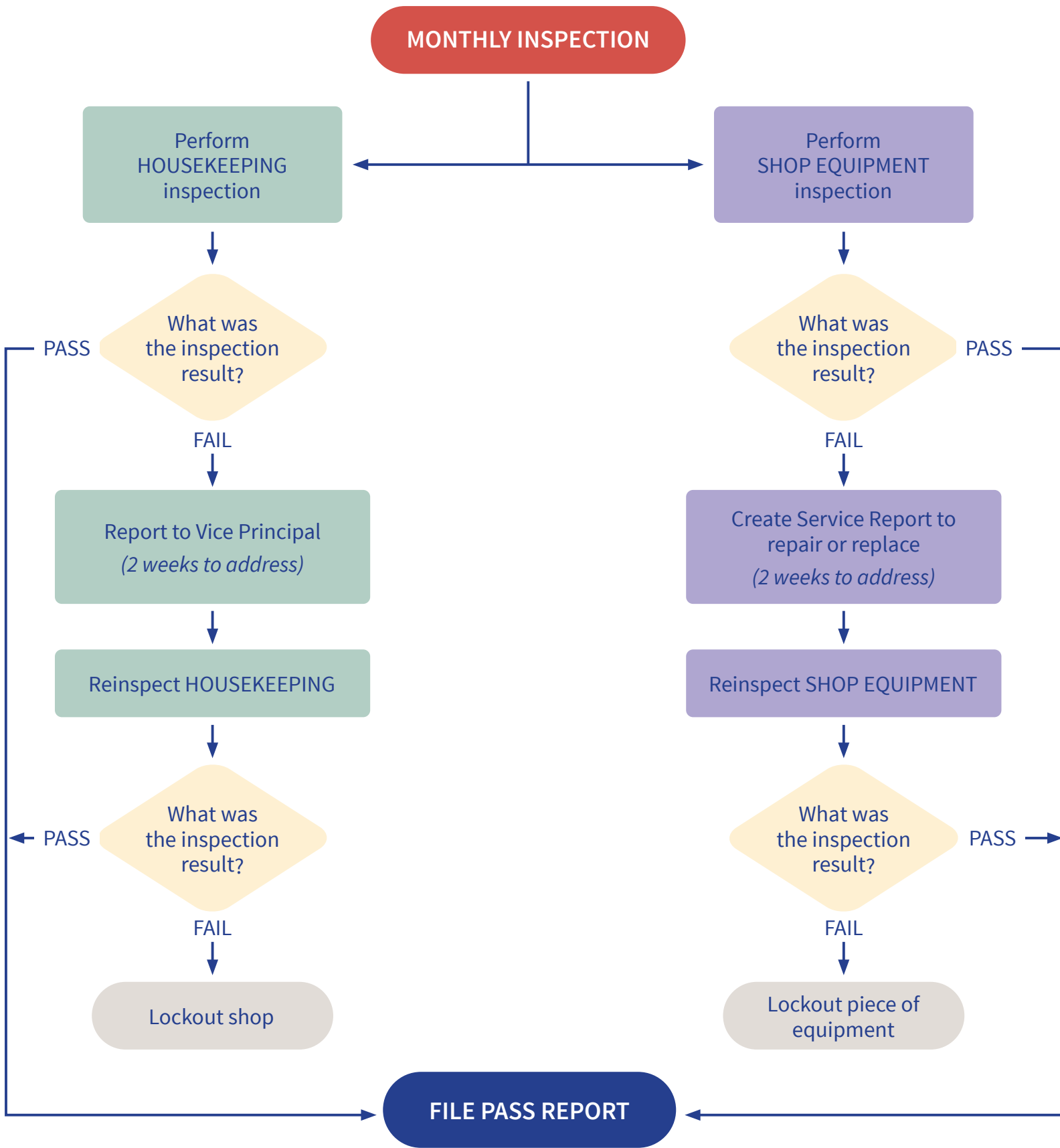
Facilities is mandated to annually inspect the fire extinguishers. This is ongoing and all district fire extinguishers are inspected in the summer months.

## Shop Safety Equipment

Schools are responsible for providing the following safety items in all shops. Facilities will work with the shop teachers to obtain a list of items needed and have this purchased in a timely manner.

- Hearing Protection
- Fire Blankets
- Protective Clothing
- Eye Protection
- First Aid Supplies
- Intercom/Office Contact – Strobe Lights

# 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

## Inspection Checklist- Shops

School Name:	Conducted by:		
Area/Shop:			
Date of Inspection:			
	Yes /No	if no, SR #	Action to be Taken/Recommendations
<b>Fire and other Emergencies</b>			
Are fire extinguishers clearly marked and installed on walls?			
Have fire extinguishers been inspected within the last year?			
Are emergency exits clearly marked?			
<b>First Aid</b>			
Are First Aid Kits present?			
Are eye wash stations clean and inspected?			
Are injury report forms readily available?			
<b>Floors and Walkways</b>			
Are aisles clear of materials and equipment?			
Are doorways clear of materials or equipment?			
Are delineation lines clearly visible?			
<b>Stairs, Ladders and platforms</b>			
Are ladders safe and in good condition?			
Are stairs and handrails in good condition?			
<b>Lighting and Environment</b>			
Are all ceiling lights working?			
Are all equipment lights working?			
Are all finishing booth lights working and lenses clean?			
Is ventilation system functioning correctly?			
<b>Storage</b>			
Do the storage areas have safeguards to prevent items from falling?			
Are the safe guards being used?			
Are dollies and trolleys in good working order?			
Are compressed gas cylinders stored correctly?			
Does the Flammables cabinet have proper ventilation?			
Does the Flammables cabinet lock work properly?			
<b>Electrical</b>			
Are electrical cords in good repair?			
Is there clear access to electrical panels and electrical disconnects?			
Are delineation lines clearly visible?			
Are start-stop switches clearly marked?			
Are plugs, sockets and switches in good functioning condition?			



## Shop Services

### 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:

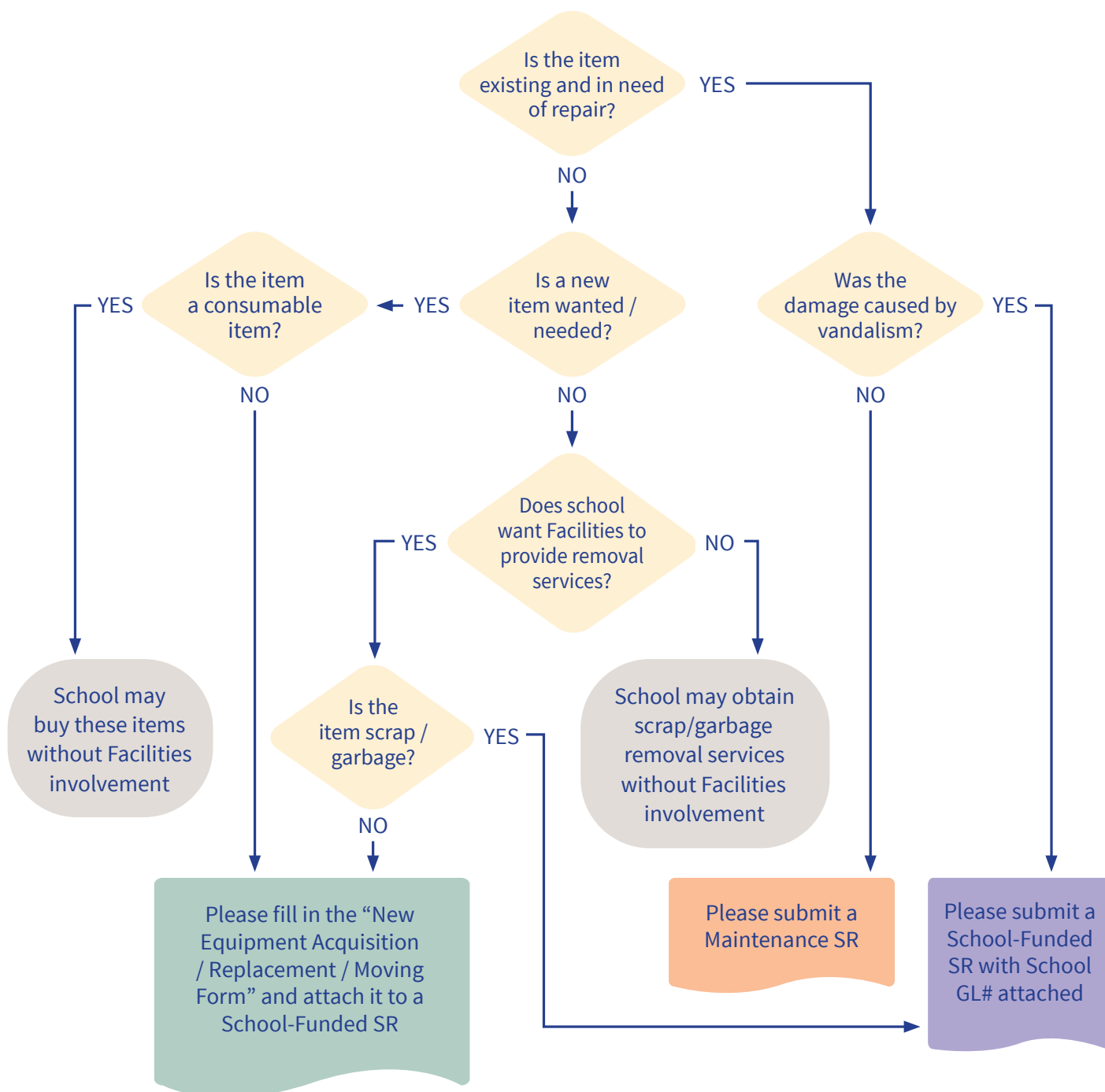
- Pick up of scrap metal, old tires, and wood off-cuts are offered through our Cartage Department.  
*(This service can also be privately contracted directly through purchasing for use of an external service.)*
- Repairs due to vandalism, theft, or abuse will be supported.
- New major equipment must 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.

## SERVICE REQUEST (SR) PROCESS



## 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

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

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

Date: \_\_\_\_\_ Initials \_\_\_\_\_

☐ 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 / Deputy 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. Deputy / Associate Superintendent of Middle Schools or Secondary Schools

The signature of these individuals indicates that they were involved and approve 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.

## ADMINISTRATIVE STANDARDS AND PRACTICES 243C

## TECH ED CLASSROOM MAINTENANCE

## BACKGROUND

The maintenance of Tech Ed classrooms in middle and secondary schools is a shared responsibility between district staff and school staff. There are specific tasks that Facilities Services staff are expected to perform, and day-to-day responsibilities that fall to members of the school staff.

There are often costs that are associated with maintenance events. This procedure provides guidance on whether the expense is to be covered by the district or by the school, and the process through which this determination is made.

## PROCEDURES

1. Housekeeping and inspections
  - 1.1. School Tech Ed Classrooms are to be inspected on a regular basis;
  - 1.2. On-going housekeeping is the responsibility of school staff;
  - 1.3. The Tech Ed teacher is expected monitor, on a daily basis, the general safety and cleanliness of the facility;
  - 1.4. Monthly inspections are to be conducted Facilities Services staff;
  - 1.5. Appendix A “Inspection Checklist – Shops”, lists the items that are covered during the Facilities Services monthly inspection
  - 1.6. Monthly inspections are also to be conducted by the school’s Health and Safety Committee;
  - 1.7. Appendix B “Monthly Inspection Process for Workshops” outlines the process if a concern is raised following inspections 1.3, 1.4 or 1.6.
  - 1.8. Eye wash stations are to be inspected and signed off;
    - 1.8.1. Monthly by Maintenance Department
    - 1.8.2. Weekly by School staff
2. Requesting Maintenance Services
  - 2.1. Where maintenance services are required, schools are to submit a Service Request (SR) to Facilities Services;
  - 2.2. Refer to Appendix C “Shop Services” for the SR process flow chart;
  - 2.3. Where fees are associated with a maintenance service, refer to Appendix B “Shop Services” to determine who is responsible for covering the costs.
  - 2.4. Repairs to non-core equipment shall be completed by Facilities Department or Facilities contracted parties at cost to the school until the end of equipment’s useable life.
  - 2.5. Repairs to core equipment shall be completed by the Maintenance Department or Facilities contracted parties at no cost to the school until the end of equipment’s useable life.
  - 2.6. Equipment Blades will be replaced or sharpened at the discretion of the Maintenance Department.
  - 2.7. Schools are responsible to provide and manage all consumables items including but not limited to;
    - 2.7.1. Personal Protective Equipment
    - 2.7.2. Drill Bits
    - 2.7.3. Fasteners

- 2.7.4. Project materials
- 2.7.5. Hand tools
- 2.7.6. Finishes

3. Equipment changes

- 3.1. Requests to purchase, replace or move shop equipment must be approved by Facilities Services;
- 3.2. Schools are to use the “Facilities Asset – Shop Equipment” planner (Appendix D) to request the purchase, replacement or moving of a piece of shop equipment.

4. Miscellaneous

- 4.1. Only furniture, tools and equipment provided and owned by SD61 shall be permitted in Tech Ed classrooms.
- 4.2. Modification to district owned equipment and or Mechanical system is prohibited.

Reference: (TBD)

Adopted: (TBD)

Revised: (TBD)

## **TECH ED CLASSROOM USE**

### **BACKGROUND**

Tech Ed Classrooms are intended for teachers to use for educational purposes and lesson preparations for students enrolled in School District 61 and are engineered to meet these specific needs. These rooms are considered to be any classroom that has been fitted with specific technical equipment for teaching specific technical skills, such as metalwork, woodwork, aviation, bike repair, etc.

The use of rooms described in this document is with the intent to protect staff, students and equipment from potential harm per the BC Fire Code requirements, the Canadian Electrical Code requirements, WorkSafeBC and the School Protection Program recommendations.

### **PROCEDURES**

1. Food shall not be consumed nor be prepared in any Tech Ed classrooms. Tech Ed classrooms in SD61 are not intended for food preparation and therefore all food preparation equipment and cooking equipment/appliances are prohibited.
2. Storage of teaching supplies that are district owned are permitted throughout the entire year provided that;
  - 2.1. Supplies will be used within the school year by students for educational purposes; and
  - 2.2. Stored in a way that does not contravene any regulatory code and or SPP recommendation; and
  - 2.3. Meet storage practices outlined in Administrative Procedure (AP) – 512 Fire Protection and Safety which includes information on:
    - 2.3.1. where, how, and what type of materials are permitted;
    - 2.3.2. percent of the wall that may be covered;
    - 2.3.3. minimum distance from ceiling
3. Work benches and equipment shall be left cleared of tools, debris, and projects when not in use.
4. Classroom decorations and/or teaching aids are permitted to be displayed provided that the requirements of subsection 2) are met and items are not mounted on, suspended from, or covering;
  - 4.1. the ceiling or sprinkler system;
  - 4.2. life safety devices;
  - 4.3. light fixtures;
  - 4.4. windows;
  - 4.5. doors

5. Only furniture, tools and equipment provided and owned by SD61 shall be permitted in Tech Ed classrooms.
  - 5.1. Eye wash stations are to be inspected and signed off;
    - 5.1.1. Monthly by Maintenance Department
    - 5.1.2. Weekly by School staff
  - 5.2. Modification to district owned equipment and or Mechanical system is prohibited.
  - 5.3. Repairs to non-core equipment shall be completed by Facilities Department or Facilities contracted parties at cost to the school until the end of equipment's useable life.
  - 5.4. New or Replacement Equipment can be acquired by submission of the "Facilities Asset – Shop Equipment – Request for Purchase, replacement, moving" form. The Maintenance Department has no budget to provide replacement tools or equipment.
6. Repairs to core equipment shall be completed by the Maintenance Department or Facilities contracted parties at no cost to the school until the end of equipment's useable life, See Tech Ed Classroom Maintenance AP -### for more details.
7. Doors shall be keyed per zonal key group described by AP-360 Keying of district buildings.
  - 7.1. Tech Ed room doors must be secured when not supervised to protect students and other staff from injury and equipment from theft/vandalism
8. Classrooms shall not be used for personal or monetary gain outside of contract with SD61.
9. Personal tools, equipment and supplies are prohibited from use and storage in these spaces.
10. The rentals office may reserve use of as per Regulation 1330 - Community use of schools and grounds.
11. Tech Ed Classrooms are available outside of the instructional year for the purpose of lesson preparation. These spaces can be accessed in accordance with AP 343 – Building Security.

Reference: (TBD)

Adopted: (TBD)

Revised: (TBD)

## **TECH ED CLASSROOM SAFETY PRACTICES**

### **BACKGROUND**

The District holds student and staff safety as the highest priority, and recognizes the teachers expertise and training as a crucially important factor in ensuring the safety of all. The District also recognizes the specific safety requirements of teaching in a Tech Ed Classroom, and sets procedures accordingly to ensure staff teaching in these facilities are familiar with the specific learning environment, required safety practices and legislation.

### **PROCEDURES**

1. Basic Personal Protective Equipment (PPE) must be worn by all occupants when the shop has its equipment power energized. Basic PPE includes:
  - 1.1. Eye Protection
  - 1.2. Hearing protection
  - 1.3. Closed toe shoes
2. In addition to the PPE required, loose clothing / jewelry must be either removed if appropriate or tied back and long hair shall be tied back to prevent entrapment or injury in equipment.
3. Additional specific PPE must be worn by any person working in a space where required, or using, instructing, or testing any equipment that requires additional safeguards above the basic PPE. These spaces include but are not limited to: spray booths, welding booths, foundry areas. See the user manuals to see what is required specific to equipment.
4. Basic and specific PPE is to be provided and managed at the school level.
5. If prep time is required outside of the normal school day, a working alone plan must be in place and approved by a supervisor. Refer to Administrative Procedure 422 – Working Alone or in Isolation.
6. Chemicals used in this space must be approved for use by the District.
7. Use of these spaces with the equipment energized is restricted to individuals whom are qualified to teach Tech Ed programs.
8. Main electrical power to the equipment must be left in a de-energized state so that equipment is inoperable whenever the room is not supervised to protect students and other staff from injury.
9. Tech Ed room doors must be secured when not supervised to protect students and other staff from injury and equipment from theft/vandalism.

Reference: (TBD)

Adopted: (TBD)

Revised: (TBD)

## **TECH ED CLASSROOM ORIENTATION FOR TEACHERS**

### **BACKGROUND**

The District holds student and staff safety as the highest priority, and recognizes teacher expertise and training as a crucially important factor in ensuring the safety of all. The District also recognizes the specific safety requirements of teaching in a Tech Ed Classroom, and sets procedures accordingly to ensure staff teaching in these facilities are familiar with the specific learning environment, required practices and legislation, and maintenance procedures. Only those teachers who are formally recognized by Human Resource Services as qualified to teach Tech Ed are permitted to turn on the main electrical power for the equipment in these spaces.

Courses which are categorized under Tech Ed include Woodwork, Metalwork, Automotive, Power Mechanics, and Electronics/Electrical.

### **PROCEDURES**

1. Human Resource Services maintains records of those teachers who are qualified to teach Tech Ed, and indicates on these records any associated limitations. For example, a teacher may be recognized as qualified to teach only Woodwork.
2. When a teacher posts into a position that includes the teaching of one or more Tech Ed classes, Human Resource Services will check the teacher's file to ensure that the teacher is qualified for the specific subject/s.
3. The principal identifies the Tech Ed classrooms that the newly hired teacher will use in their assignment.
4. The principal will schedule a meeting for the teacher, a Facilities Services staff member, a District Occupational Health and Safety representative and, where possible, the out-going Tech Ed teacher. The meeting is to be held prior to the first day of the teacher's appointment. Where scheduling the meeting prior to the teacher's first day in the position is not possible, the meeting should be held as soon as is practical after the teacher commences in the position.
5. The following topics are to be addressed at this meeting:
  - 5.1. Shop power and ventilation systems;
  - 5.2. Emergency procedures particular to the Tech Ed classroom/s;
  - 5.3. Location of safety equipment;
  - 5.4. Equipment operating guidelines;
  - 5.5. The role and responsibilities of the teacher;
  - 5.6. The role and responsibilities of Facilities Services staff in the operation of shops;
  - 5.7. The monthly inspection process; and
  - 5.8. The service requisition process.



Reference: (TBD)

Adopted: (TBD)

Revised: (TBD)

## ADMINISTRATIVE STANDARDS AND PRACTICES 243D

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### TECH ED CLASSROOM EQUIPMENT - GRANDFATHERING

#### BACKGROUND

The District maintains benchmark equipment lists for middle and high school Tech Ed classrooms. For the purpose of this procedure, “equipment” refers to items that require power to operate and/or require installation, rather than small hand tools that are portable. In unique situations, existing equipment in excess of the benchmark list may be considered for “grandfathering”. Grandfathering of equipment will require the appropriate approvals.

#### PROCEDURES

1. When a piece of equipment is identified by either the Tech Ed teacher, principal/vice-principal or a member of Facilities Services staff as in addition to the benchmark list, the teacher and the school administration will determine whether the equipment is used and whether the equipment adds value to the instructional program.
2. If it is determined that the piece of equipment has instructional value, the principal contacts the Manager or Assistant Manager of Building Maintenance to make an appointment for the teacher, principal and a member of Facilities Services staff to assess the viability of the continued use of the equipment.
3. The teacher, principal and a member of Facilities Services staff will assess whether the equipment meets the following conditions for grandfathering:
  - 3.1. Not a health and safety issue;
  - 3.2. In good working condition;
  - 3.3. Appropriate space within the shop;
  - 3.4. Supports student development and engagement;
  - 3.5. Contributes to the program;
  - 3.6. Current teacher is confident and experienced with the equipment; and
  - 3.7. Not needed elsewhere in the District.
4. If the conditions 3.1 through 3.7 are met, the school can seek approval for grandfathering from the Manager of Building Maintenance or Assistant Manager of Building Maintenance, with the associated Deputy/Associate Superintendent’s sign-off.
5. If and when a piece of grandfathered equipment requires repair above routine maintenance, any expenditure of District funds will require prior approval of the Manager of Building Maintenance or Assistant Manager of Building Maintenance and the Secretary Treasurer or designate.
6. Replacement of grandfathered equipment will require Facilities Services and Financial Services approval.

Reference: (TBD)

Adopted: (TBD)

Revised: (TBD)

## **Budget Advisory Committee – Terms of Reference DRAFT**

November 1, 2021

### **PURPOSE**

The Budget Advisory Committee (the “Committee”) is a committee of the whole of the Board of Education. The purpose of the Budget Committee is to oversee the School District’s budget process, make recommendations and deliver reports to the Board of Education.

### **COMPOSITION & OPERATIONS**

The Committee shall be composed of:

- All Trustees of the Board
- Superintendent
- Secretary-Treasurer
- Deputy Superintendent
- Associate Superintendents
- Associate Secretary-Treasurer
- Director of Finance
- Director of Facilities
- Administrator of Indigenous Education as the conduit to and from the Four Houses
- Two representatives from each of the GVTA, VPVPA, CUPE Local 947, CUPE Local 382, Allied Specialists Association, and VCPAC
- one representative from each of the Songhees Nation, Esquimalt Nation, Urban Indigenous Peoples’ House Advisory (UPHIA) and the Métis Nation of Greater Victoria

All committee members shall commit to: ethical conduct, proper use of authority, decorum and professional conduct.

The Committee will select a Chair at the first meeting of the Committee and select a note taker at each meeting.

The Committee quorum will consist of the Committee Chair or designate plus four Trustees, the Secretary-Treasurer or designate, and one member from any two of the partner groups.

The Committee is advisory in nature and reports to the Board.

The Committee does not make decisions. The Committee will strive to make recommendations by consensus; failing consensus, committee discussions, with opposing views, will be communicated to the Board.

Agendas and minutes will be posted on the District website.

The Committee will meet monthly between November and April each year.

Confidential matters, such as property, personnel, litigation, will not be discussed by the Committee.

### **DUTIES & RESPONSIBILITIES**

Make recommendations for Board approval and/or deliver reports relative to the annual operating, special purpose and capital budgets no later than March 10, 2022.

Make recommendations that have clear linkages to the District's Strategic Plan's goals and strategies and the District Framework for Enhancing Student Learning for inclusion in the Financial Statement Discussion & Analysis Report.

Make recommendations that align to the Board's values and guiding principles statement relative to sustainability:

- commit to administrative and operational efficiencies, and appropriate management of risk including the provision of safe and healthy learning environments and sustainable environmental practices
- move toward matching revenues to expenses so the organization does not rely on surplus to balance on-going costs from year to year
- spend surplus on one-time initiatives and priorities, and not on-going expenses
- recognize that the needs of students change from year to year and so will the budget allocations
- protect reserves and contingency even when there is pressure to spend in times of constraint
- consider long term financial planning and three year budget forecasts

Oversee the annual budget process.

Receive budget input from education partners and the public.

Make recommendations for Board approval relative to improvements to annual budgeting process.

### **ACCOUNTABILITY**

Meetings will not be open to the public. The Committee shall report its discussions to the Board by maintaining minutes of its meetings.

All approved minutes will be posted to the District's website in a timely manner.



# FACILITIES SERVICES

491 CECILIA AVENUE, VICTORIA, BRITISH COLUMBIA V8T 4T4  
PHONE (250) 920-3400 FAX (250) 920-3461

## **Update for November 8<sup>th</sup>, 2021**

Maintenance Services | Minor Capital | Major Capital | Operations  
Transportation | Health & Safety | Networks / Communication / Security | Climate / Energy Management  
Sundance-Bank Street

### **BUILDING MAINTENANCE SERVICES**

- 1) Facilities is geared up and ready for the winter season (snow clearing).
- 2) With greening projects receiving Board support, Facilities is developing an in depth guide on all aspects of the process. Benefits include:
  - a. Shorter turnaround times on approval process to help keep grant windows open for stakeholder groups.
  - b. Front loaded information on what aspects are approved for installation to reduce disappointment or unneeded funds spent due to pre-planning.
  - c. Better communication which will improve the general relationship between Facilities and stakeholders.

### **MINOR CAPITAL**

#### **Playgrounds and Play Spaces**

Accessible Playground installs underway at Lake Hill and Northridge.

Both will have an accessible rubber play surface

Full opening of playgrounds will be in early Nov 2021

#### **Spectrum Boiler Upgrade**

Commissioning of new boiler complete

DDC for boiler system complete

Installation will decrease GHG emissions

#### **Woodshop Upgrades - 70 % (12 of 17 Shops Complete)**

Lansdowne Middle shop progressing well

Strobe light installation near completion

Gordon Head Woodshop consultation complete and work will start shortly

#### **Colquitz**

Bussing charging stations drawings complete

Preparation underway for the installation

Salt Shed Complete

### **Child Care Studio Progress**

- Oaklands – 2 child care units and parking area
  - Schedules signed by Consultants, waiting on City for occupancy
  - Schedule is to have units occupied for Jan 2022
  - Provider is working with VIHA to license
- George Jay – 2 child care units and parking area
  - To open by Jan 2022
- Braefoot – 2 child care unit and parking area
  - To open by Jan 2022
- Marigold – 2 child care units and parking area
  - Waiting on building permit
  - First unit being built in Tolmie Trades Building
- Eagle View – 2 room addition to the school for child care
  - Site prep in progress with forming underway

### **MAJOR CAPITAL**

**Cedar Hill** is moving forward. Public information session begins November 9<sup>th</sup>. We have had plenty of contact with the Architects to this point to ensure nothing is missed at this early stage.

**Vic High-** Additional shear walls are 60% complete. Work is taking place with design for lighting for turf field and volleyball courts.

### **OPERATIONS**

The month of October has been busy for Operations we have hired a number of new spare board custodians. We are into the rainy season and that brings extra cleaning for our buildings. We did purchase new entrance mats and this will help reduce the mud and debris entering the buildings. Rentals have been busy just wrapping up a very large movie rental at South Park over Halloween weekend.

### **TRANSPORTATION**

Transportation is still receiving special needs transportation requests. We believe these requests are coming in late due to Covid hesitancy by the parents. We are still below our run numbers from last year and believe we will remain at 15 runs as opposed to 19.

One off field trips are slowly trickling in. Once again, we believe due to Covid there is a definite hesitancy in schools arranging class field trips.

On the fleet side we are continuing to do more maintenance work in house. The search for a replacement mechanic will start next week after exhausting the internal search.

### **OCCUPATIONAL HEALTH & SAFETY**

- New Health & Safety Orientation delivered to over 100 trades staff
- Chair DOHS Committee - Establish new team for 2021/2022
- Chair Facilities JOHS Committee – Establish new team for 2021/2022
- Ebase – Health & Safety set up ( 30% Completion )

- Training Matrix Audit for 2021/2022

### **NETWORK, COMMUNICATION and SECURITY**

The communication team has continued working with TELUS to address some of the communication issues the many schools have been experiencing due to the recent wind and heavy rains. The network and projection technicians have completed tech upgrades at Mount Doug, Cedar Hill and Oaklands and are laying out the ground work for a large voice amplification project at Willows. The network team has also begun to review the existing elementary school WiFi topography, with minor modification currently underway at George Jay and Hillcrest to improve wireless coverage and performance for students and teachers.

### **CLIMATE and ENERGY**

- Final Draft of Strategic Energy Management Plan
- 2021/22 LED lighting and controls upgrades progress:
  - Colquitz Middle School – Complete
  - Craigflower Elementary – Complete
  - Tolmie Building – 75%
  - Facilities Building – 40%
  - Next 2 buildings: Uplands and Frank Hobbs
- Real-time energy monitor pilot expanded to include Arbutus, Strawberry Vale, and Victor
  - Torquay completed and calibrated.
  - Data will be used to reduce peak demand and demonstrate incremental saving.
- Water analysis of district complete.
  - Equation for predicted water consumption was created using regression analysis
  - Predicted results were compared to measure to identify schools with potential problems in 2020.
- Preparation for Energy Wise Network campaigns

### **LAMPSON SCHOOL**

I toured the school, both interior and exterior. The building is in good condition for its age. The school is being kept up by the contractor providing maintenance services to the CSF.

The roof looks to be a relatively recent new metal roof. The grounds and immediate areas around the building are kept clean and tidy and there was no evidence of vandalism.

Upon entering the school I waited in the front foyer for the Principal to escort me around. While standing there I noticed the interior walls have the original wallpaper still on them and in very good condition for its age.

The condition of this school does not cause me any concern.





# Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 11 – November 2021

## 1. Project Summary

Victoria High School is the oldest high school in Western Canada. The existing school facility at the current location includes the Original School Built 1913 which is a heritage-registered building, an addition built in 1955 containing the Andrews Gym and a number of specialty classrooms, and an addition built in 2011 containing the Fairey Tech Shop Wing.

The project consists of seismic upgrading of the existing 1913 and 1955 Blocks and an addition to increase capacity, as well as a significant upgrading and renewal of our S.J. Willis Junior Secondary School to accommodate the students from Vic High during the Seismic Upgrade and Addition Project.

## 2. Project Team

The School District Project Team is identified in Appendix 1.

## 3. Scope

Upgrading and renewal of SJ Willis School to accommodate 800 students during the Vic High renovation. That work is now complete.

Seismic upgrading of Victoria High School and additions comprising about 1,100 square metres of new space to provide two new stairwells and an elevator to improve circulation and exiting of the school, and to increase school capacity from 825 to 1000 students. There will also be additional new space for a Neighbourhood Learning Centre (NLC) that co-locates the International Community Association, as well as enhancements to the new Multi-purpose Room to make it more flexible for School and Community Use, and the astronomy deck/outdoor classroom. Site works will include additional parking and landscaping, and a new artificial turf field as a part of the NLC funding package.

## 4. Schedule

The following Table 1 sets out target milestone dates. Note that our Construction Manager has completed updates to his Construction Schedule based on the current progress of the demolition/abatement work, and of the concrete and drag struts work. He has also included scheduling information provided by the other major trades, particularly mechanical and electrical, and we have been informed that the most probable date for Substantial Completion and Occupancy is now May 2023. A general theme from the major trades is a forecast lack of skilled manpower, and concerns about the supply chain for construction materials and equipment.

Subsequent discussions with the School and District Staff have concluded that Victoria High School should stay at the Topaz campus through the end of the 2022/23 school year and relocate back to the Fernwood campus in the summer of 2023.

**Table 1 – Timetable for Key Milestones**

MILESTONES/DELIVERABLES	TARGET DATE	REVISED TARGET DATE
Complete final Tender Package	May 2021	Spring 2022
Substantial Completion of Vic High	July 2022	May 2023
Relocate School from SJ Willis	August 2022	July 2023
Final Completion of Vic High Project	October 2022	August 2023

## 5. Budget:

- Contract expenditures to date total to an aggregate value of about \$29 Million – currently within budget.

Vic High Seismic COA	Progress/ Completion (%)	Budget	Expenses Posted to Date	Remainder	Commitments	Remainder After Commitments	% Available	Prior Period Expenses	Change from Prior Period
Vic High Seismic Fees 2017	100%	115,070	115,070	0		0	0%	115,070	0
Vic High Seismic Fees 2019	100%	3,589	3,589	(0)		(0)	0%	3,589	0
Vic High Seismic Construction	24%	54,068,331	17,044,519	37,023,812		37,023,812	68%	13,796,617	3,247,902
SJ Construction	100%	5,933,870	5,933,870	(0)		(0)	0%	5,933,870	0
Vic High Equipment	3%	700,000	28,527	671,473		671,473	96%	28,527	0
Vic High Seismic Fees 2020	89%	4,000,000	5,158,947	(1,158,947)		(1,158,947)	-29%	4,877,614	281,333
Vic High Capital Support	4%	100,000	4,139	95,861		95,861	96%	4,139	0
SJ Capital Support	100%	114,877	114,877	0		0	0%	114,877	0
Vic High Moving	0%	100,000	0	100,000		100,000	0%	0	0
SJ Moving	100%	113,640	113,640	0		0	0%	113,640	0
Vic High Bussing	47%	100,000	6,840	93,160		93,160	93%	6,840	0
A Parker - Vic High Seismic Moving	6%	50,000	3,813	46,187	0	46,187	92%	3,813	0
A Parker - Vic High Seismic Transportation	49%	25,000	37,024	(12,024)		(12,024)	-48%	31,077	5,947
A Parker - Vic High TTOC	0%	20,000		20,000		20,000	100%		0
Vic High Project Management	38%	713,450	355,974	357,476		357,476	50%	351,828	4,146
Vic High Capital Tech Support	5%	50,000	2,889	47,111		47,111	94%	2,682	206
SJ Capital Tech Support	100%	0		0		0	0%		0
Prior Year Completed Expenses	100%	53,007		53,007		53,007	100%		0
		<b>66,260,834</b>	<b>28,923,717</b>	<b>37,337,117</b>	<b>0</b>	<b>37,337,117</b>	<b>56%</b>	<b>25,384,182</b>	<b>3,539,534</b>

## 6. Communications:

General:

- Teachers and Department Heads have been consulted on classroom & gymnasium requirements.
- A review of the heritage building components that are to be salvaged has taken place with the school and alumni groups.
- Presentations has been made to Board by the architect.
- On-going communications with the COV regarding SRW's and Frontage Upgrades.
- Project Manager, Associate Director of Facilities Services/Capital Implementation, Director of Facilities Services and the Secretary-Treasurer have met for the first of two meetings to review the project budget.



## Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 11 – November 2021

### 7. Procurement:

- Construction Manager Durwest Construction Management has been selected as the Construction Manager for the Vic High project, through a comprehensive RFP Process
- Tender Packages 1 through 7 have competitively Tendered the majority of the Building Trades.
- Still to come are Tender Calls for remaining Building Finishing Trades, and then a final Tender Call for exterior works and landscaping, including the Municipal frontage upgrades.

### 8. Work Starting Soon or Underway:

- Finalizing Tender Package #8
- Consultant now engaged to design new turf field, volleyball courts and detailed site design
- Completion of flooring at lower level and roof slabs at lower levels.
- Finalizing flooring repair & infill strategy, in locations of structural shoring and drag strut installations.
- Continuing work on concrete shear walls at upper levels. Shear Walls 1,2,5,6 and 7 are now at the second level.
- Continuing work on drag struts, multiple areas.
- Continuing preliminary work on major trades such as Mechanical, Electrical, Interior partitions, lower levels

### Looking to November 2021

- Continue concrete work for the West and East stairwell tower foundations, and the new Multipurpose Room and NLC floor slabs
- Continue work on the NW and NE stairwells – NE stairwell is a critical pathway
- Continue work on NLC foundation



## Appendix 1 – Project Team

### School District 61

- Kim Morris, Secretary-Treasurer
- Aaron Parker, Vic High Principal
- Chuck Morris, Director of Facilities
- Marni Vistisen-Harwood, Associate Director of Facilities / Capital Implementation
- Gordon Wallace, Project Manager – Major Capital Projects

## Appendix 2 – Risk Analysis

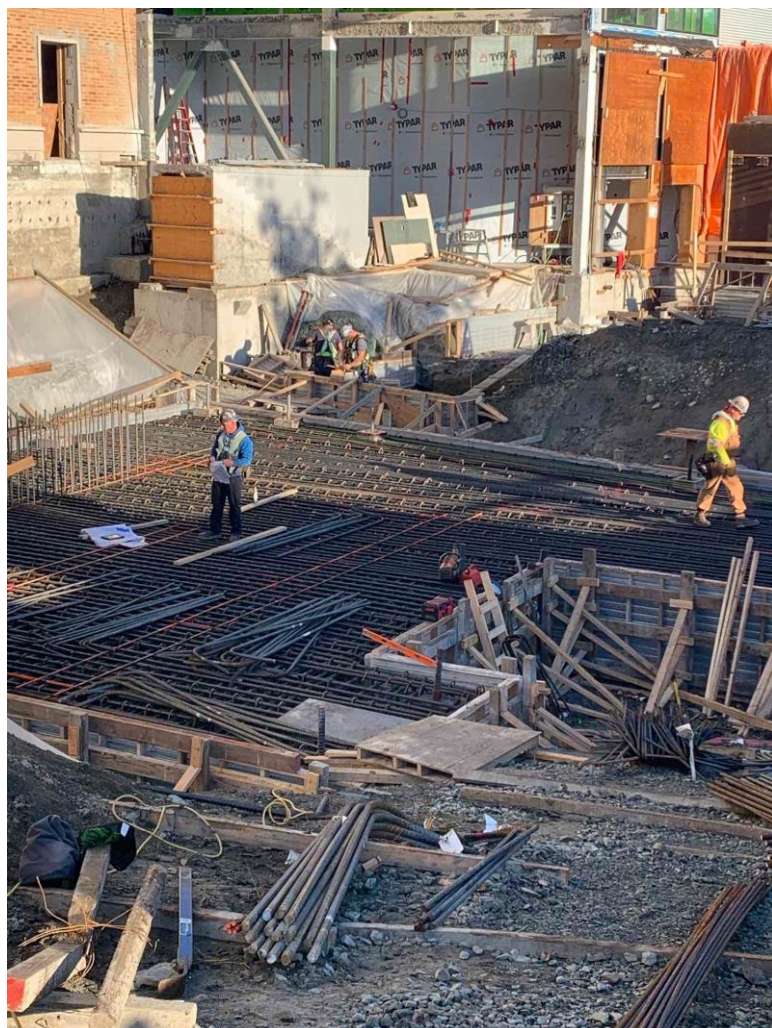
Note that Risk Items identified as “Previously Identified Project Risks” means that these are Risks that were identified as Project Risks during preparation of the Project Definition Report (PDR). As such, there is provision in the Capital Project Funding Agreement with the Ministry for additional funding to be provided against those Risks in the event of increased costs.

IDENTIFIED RISKS	Probability	Consequence / Impact		
		Cost	Schedule	
Heritage Issues	Moderate	Low	Low	Previously Identified Project Risk
Building Code Issues with City of Victoria	Moderate	Low	Low	Previously Identified Project Risk
Approval Delays by City of Victoria	Moderate	Moderate	High	Previously Identified Project Risk, has caused some delay
Inflationary Pressures	Low	Low	None	Previously Identified Project Risk
COVID impact on supply chain and procurement	Moderate	Moderate	Moderate	
Land Exchange & Lease	Low	Low	Low	
City of Victoria, street frontage upgrades	High	Moderate	Low	Still under discussion, finalizing scope of design work.





### Appendix 3 – Photographs



August 2021 – Rebar Installation at Stair NE Pad footing



August 2021 – Backfill and Waterproofing at NW Stairs



Artist's rendering of the School Additions and the NLC from Fernwood Street





# One *Learning* Community



# Information Technology for Learning

November 8, 2021

Operations Policy & Planning Committee

# ITL - Supporting the Strategic Goals

- Develop and support
- Engage and collaborate
- Critically examine
- Learning opportunities
- Address the Inequity



## *Mission*

*We nurture each student's learning and well-being in a safe, responsive and inclusive learning community.*



## *Vision*

*Each student within our world-class learning community has an opportunity to fulfill their potential and pursue their aspirations.*



# ITL - Supporting the Strategic Goals

- ***Develop and support*** - full lifecycle, intuitive workflows, privacy assessments, guard against cyber security threats
- ***Engage and collaborate*** - digital tools, ease of use, mobile, bandwidth for video, infrastructure for fast performance
- ***Critically examine*** - data analytics, information trends and visualizations, meaningful reports, quality of data
- ***Learning opportunities*** - digital instructions, online training, enabling community of knowledge
- ***Address the inequity*** - standardize service and support but also target resources where more focus is needed

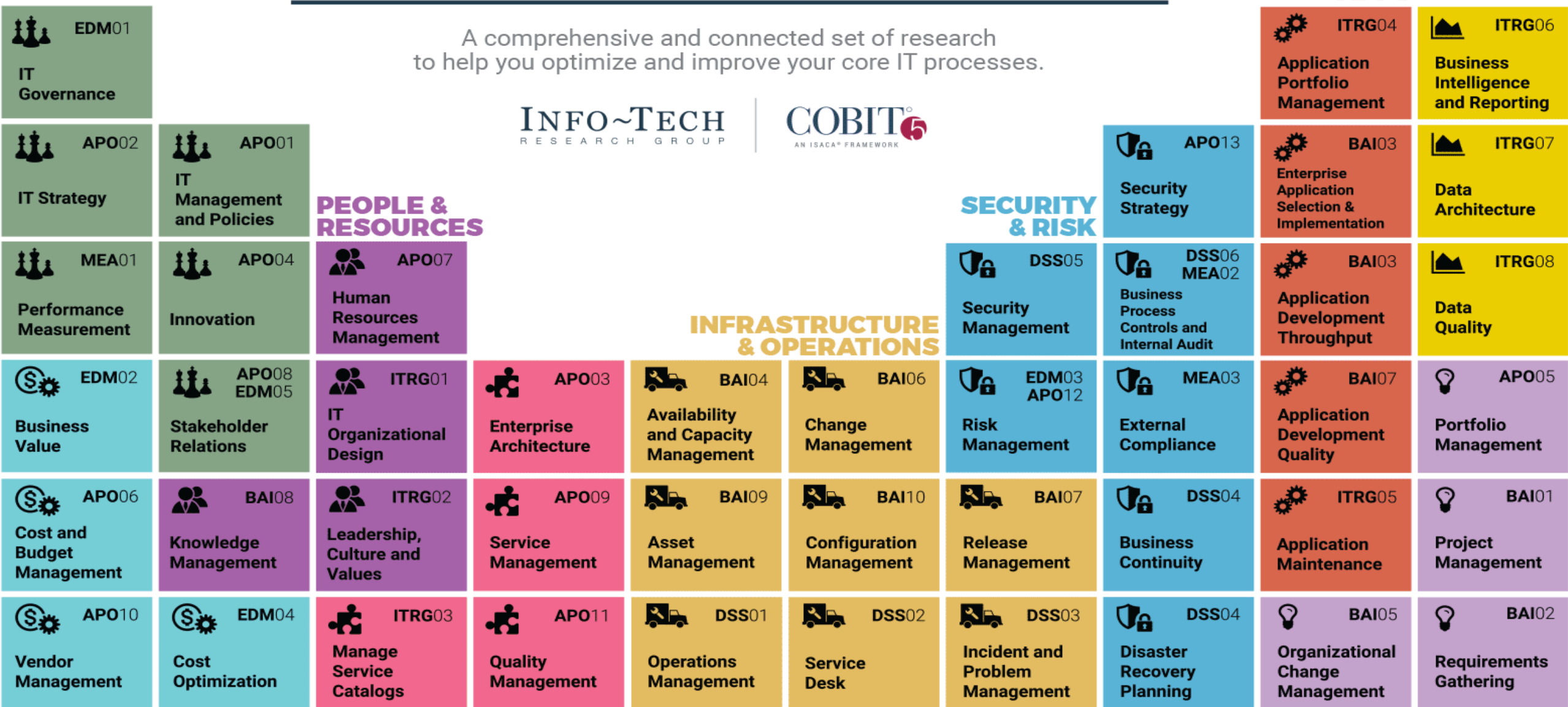
## STRATEGY & GOVERNANCE

# IT Management & Governance Framework

A comprehensive and connected set of research to help you optimize and improve your core IT processes.

INFO~TECH  
RESEARCH GROUP

COBIT<sup>®</sup>  
AN ISACA<sup>®</sup> FRAMEWORK



## FINANCIAL MANAGEMENT

## SERVICE PLANNING & ARCHITECTURE

## PPM & PROJECTS

# ITL Initiatives

---

- **Supporting our schools and departments**
- **Technology refresh cycle – asset management**
- **Governance to support the use of digital tools**
- **Data visualization and analytics**
- **Digital security hygiene**

# Supporting our schools and departments

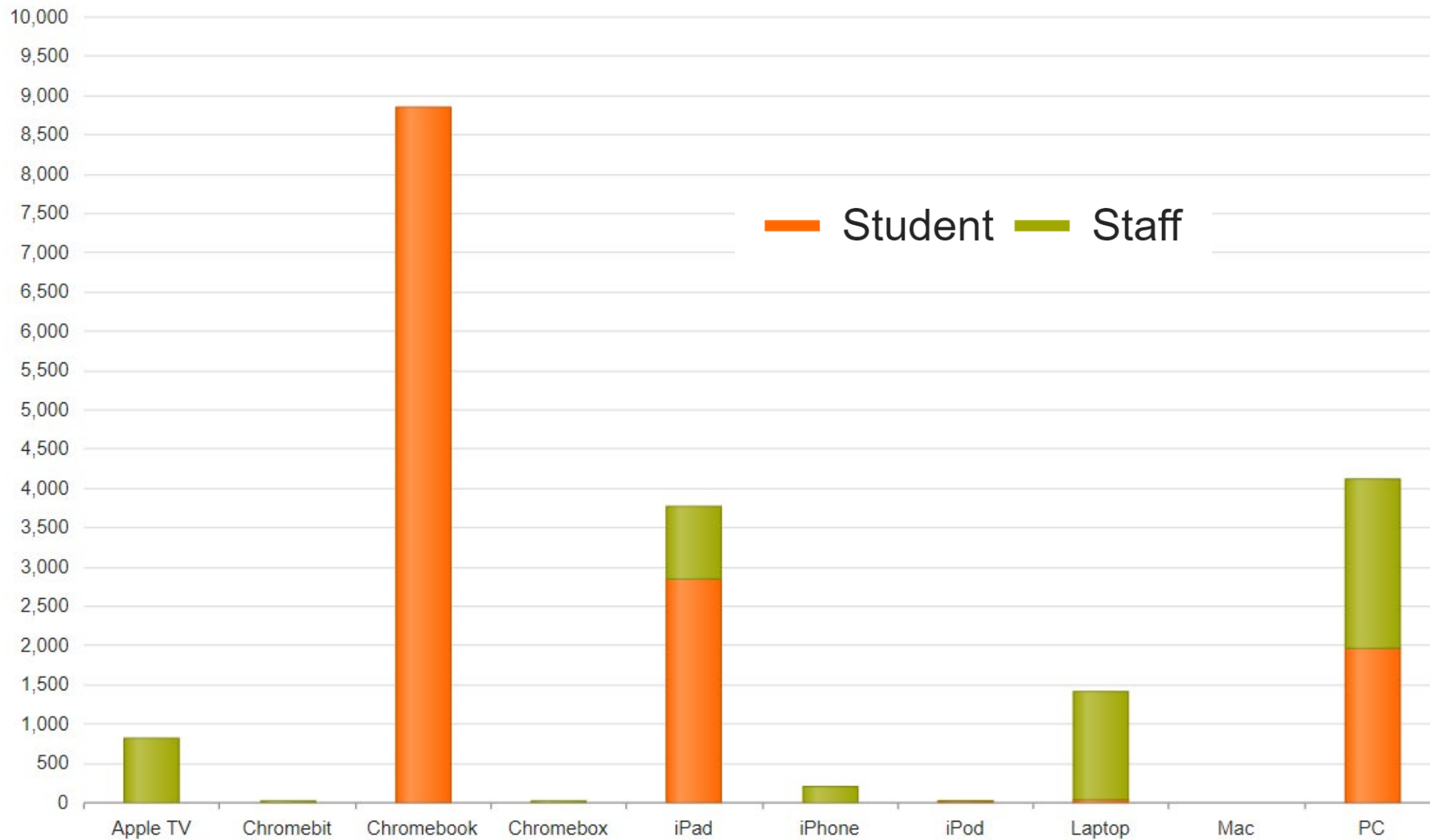
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- ✓ New media lab in every high school
- ✓ Streamlining/Business Re-engineering:
  - ✓ Secondary student locker assignment application
  - ✓ Online registration and digital forms for parents and students
  - ✓ Inclusion for Learning Student Referrals app
  - ✓ Fleet Inspection app
  - ✓ Microsoft Bookings for Parent/Teacher Interviews
- ✓ MyEducation BC – hybrid classes, data collections, scheduling, reporting
- ✓ HR/Payroll/Finance ERP software migrated to Canadian cloud
- ✓ Microsoft 365 – Exchange Online email, Teams Video

# Technology refresh cycle – asset management

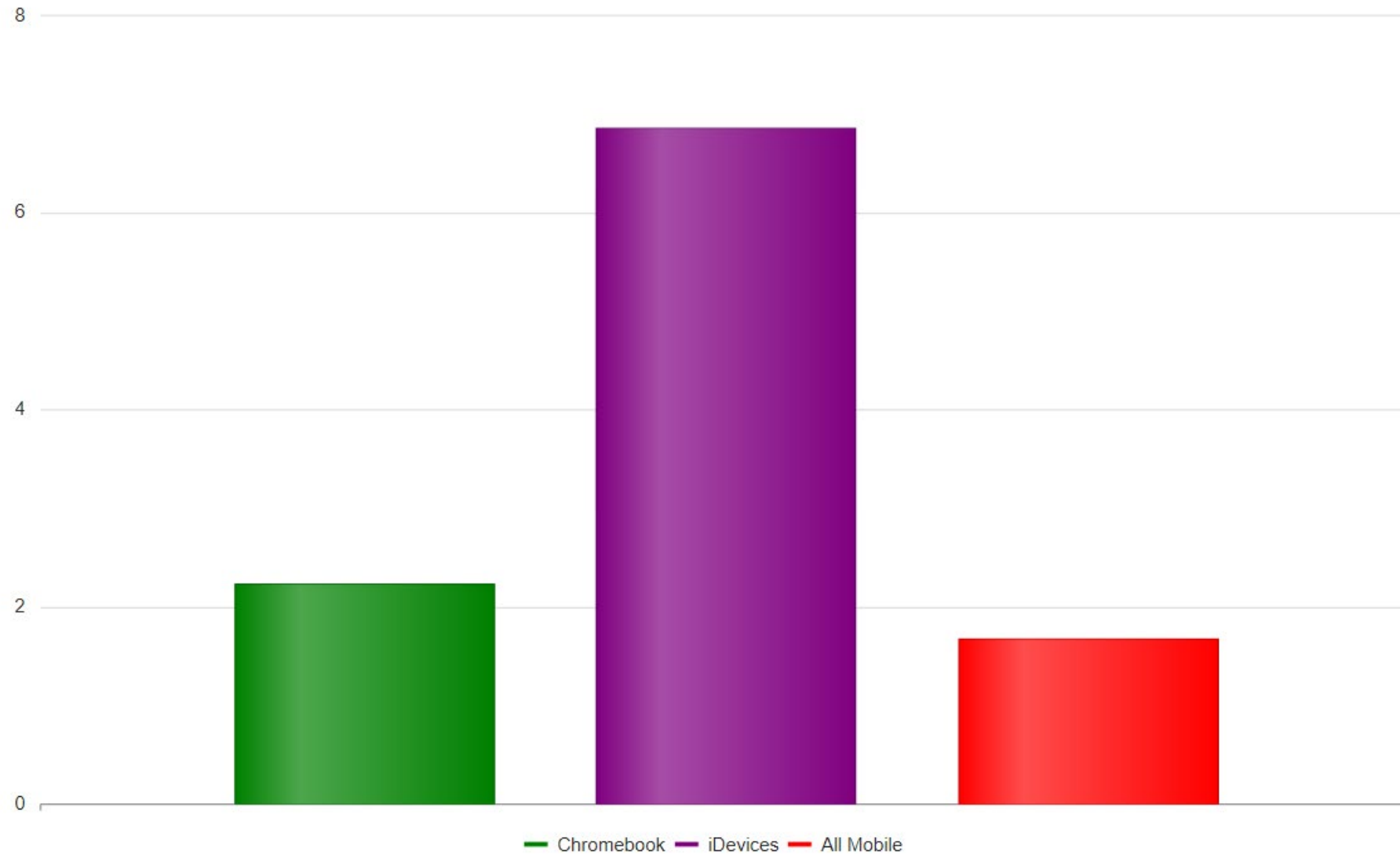


Inventory By Device Type





Student to Mobile Device Ratio



Student Enrollment: 19,697

# Governance to support digital tools

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Lexia®



Quizlet



edpuzzle



duolingo



myBlueprint



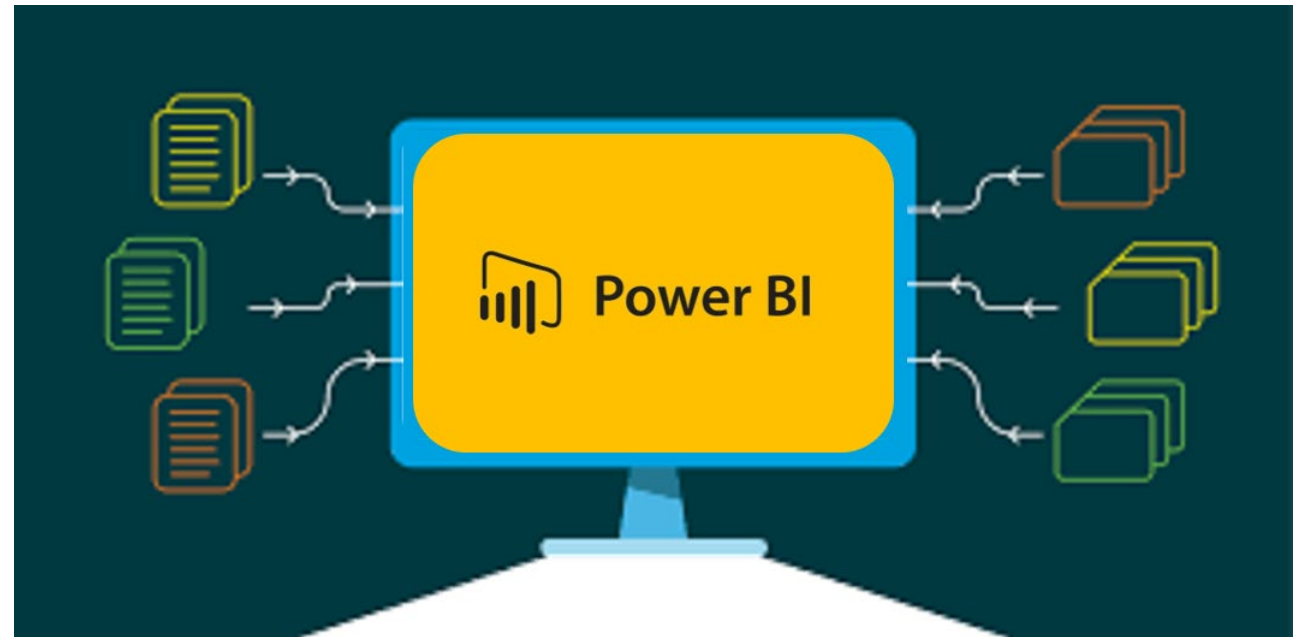


# Data visualization and analytics

Launched our data analytics platform on Microsoft PowerBI

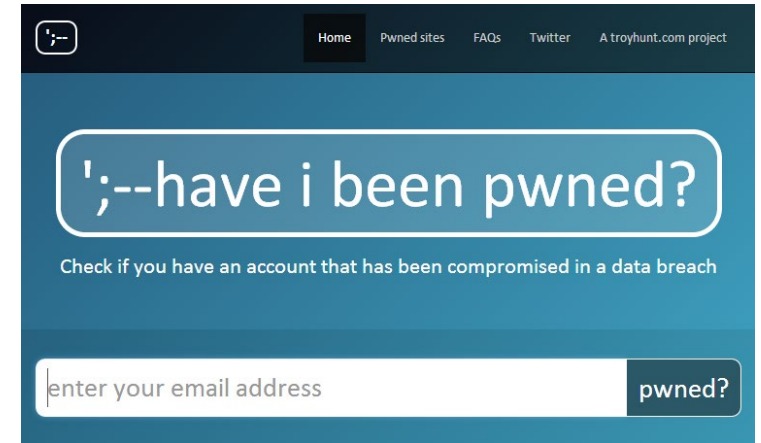
FESL (Framework for Enhancing Student Learning) data visualizations to support School Growth Plans

- Graduation rates
- Literacy
- Numeracy
- Student Learning Surveys



# Digital Security Hygiene

- Significant increase in account compromise attempts
- Audit revealed staff accounts with known leaked passwords – **now mitigated!**
- High risk of data theft and personal information breaches
- High risk of losing access to files through ransomware
- Simple steps = password control and conditional access
- Digital security hygiene knowledge also supports staff and their families at home. Security aware culture.



# ITL – Questions We Have Not Fully Answered

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- ITL Staffing – broader scope, new conversations
- The budget to maintain levels of technology
- Our cyber-security risk tolerance
- Advance a privacy aware and security aware culture
- Planning for innovation

# Thank You & Questions



TO: Operations Policy and Planning Committee  
FROM: Angie Hentze and Jordan Watters  
RE: Standing Committees  
DATE: November 8, 2021

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### Background

In the Spring of 2021, independent consultants Mike McKay and Teresa Rezansoff were engaged to work with the Board and senior staff in an effort to improve Board dynamics, build governance capacity and create organizational alignment to support Greater Victoria School District's key work – to enhance student success and life chances. Consultants engaged with Trustees and staff, as well as observed many committee and Board meetings and drew upon their considerable experience in BC education to make recommendations to the Board.

### Rationale

The Board Chair, Vice Chair, Superintendent, Secretary Treasurer and the related Standing Committee Chairs meet before each Board meeting and Standing Committee meeting to set the board agenda. These agenda setting meetings are generally referred to as "Chair/Super Meetings."

A key recommendation made to the Board by Ms. Rezansoff and Mr. McKay was for the chair to create a rotating schedule for trustees to attend these agenda setting meetings. This will increase transparency which will hopefully support increased trust between trustees.

Given the longstanding issues evident for this Board which have functioned to damage public confidence in public education and erode the working conditions of our staff, it behooves the Board to make every effort to improve our governance processes and work together in service of student success. By implementing this recommendation, the Board creates an opportunity to do things differently – and as we know, if we keep doing what we have done, we will keep getting what we are getting.

### Motion

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to create a rotating schedule of trustees to be invited to participate in Chair/Superintendent meetings for the duration of this Board's term.