



School Initiated Facility Upgrades

Board Received: January 30, 2017

Review Date: February 2021

Accountability:

1. Frequency of Reports – As needed
2. Criteria for Success – All facility upgrades, including school initiated upgrades, are completed in accordance with statutory authorities and do not compromise the health and safety of students and staff and do not change a school's "On the Ground" (OTG) capacity without proper approval.

Procedures:

1. School initiated facility upgrades include all school buildings and grounds projects and all other facility upgrades, repairs or installations proposed by the school principal, regardless of the source of funding that:
 - i) will effect any change in the use of a school room or area;
 - ii) create any physical changes to a school building or grounds; or
 - iii) involve the installation of any equipment that will place an unusual load on the electrical, mechanical or other major building systems.
2. All school initiated facility upgrades shall be referred to Facility Services for review to ensure the following:
 - 2.1 All health and safety statues and regulations must be considered and addressed, including all issues relating to asbestos and other designated substances. Facility Services will involve the board's Health and Safety Officer where required.
 - 2.2 Heating and ventilation upgrades must be considered and addressed to avoid indoor air quality (IAQ) issues resulting in health and safety risks.
 - 2.3 Fire, accessibility, asbestos and other code related issues must be considered and addressed.
 - 2.4 Converting a room from instructional to non-instructional or vice-versa impacts on the "on the ground capacity" (OTG) tracked in the Ministry's School Facility Inventory System (SFIS) and must be approved by Executive Council.
 - 2.5 All statutory requirements (e.g., Ontario Building Code, Electrical Safety Code, Fire Code, etc.) must be considered and addressed.
 - 2.6 Services such as plumbing and electrical capacity, etc. must be considered and addressed in the plan.
 - 2.7 Materials, equipment and procedural specifications must be employed to produce quality solutions that do not become a future financial liability for the Board.
 - 2.8 All work will be completed by qualified Board personnel or contractors. All approved projects will follow the appropriate procurement process as set out in Policy F6 – Purchasing including the requirement that all contractors engaged be in good standing with the WSIB and have the required insurance coverage

- 2.9 A proper cost estimate of the work must be prepared that addresses all of the above issues.
3. Facility upgrades that will change the use of a room, (i) from unoccupied to occupied or vice-versa, (ii) from instructional to non-instructional or vice versa or (iii) in any other way changes the “On the Ground” (OTG) capacity, will follow the approval process outlined below:
 - 3.1 The School administrators shall forward a description of the proposed upgrade to the Planning Officer who will advise relevant staff of any impact on OTG the proposal may have.
 - 3.2 The school administrator shall complete an “Application for Change of Use Form” (Appendix A) and review the proposal with the Manager of Facility Services for viability. The application form shall include a description of the proposed upgrade along with the impact on the OTG of the school.
 - 3.3 Following review by the Manager of Facility Services (signed acknowledgment No.7 on Application for Change of Use Form), the application package will be presented by the school administrator to the Family of Schools Superintendent for approval (signed approval No.8 on Application for Change of Use Form). The FOS Superintendent will forward applications he/she deems beneficial for the school community to Executive Council for review and consideration. The school administrator will receive explanations for applications that were not approved.
 - 3.4 The school administrator and the Manager of Facility Services will be notified of the Executive Council decision by the Superintendent of Business (signed acknowledgment No.9 on Application for Change of Use Form) and are responsible to ensure the requirements of Section 2 above are followed. The school administrator will receive explanations for applications that were not approved.
 - 3.5 If the project changes the school OTG, the Board’s Planning Officer shall update the school’s OTG in the applicable databases, following the physical completion of the proposed project.

Related Resources:

F3-Capital Related Fundraising and Community Donations



School Initiated Facility Upgrade Application for Change of Use Form

Appendix A

School Name & Address:

Principal: _____

Superintendent: _____

Proposed Facility Upgrade Project: _____

1. Details of Proposed Project (attach additional page(s) as necessary)

N.B. – Each project must be submitted on a separate application form

2. Budget and Funding Details of Proposed Project including municipal permits (attach additional page(s) as necessary)

Item(s)	Specific Cost	Proposed Funding Source or Budget Account

3. Description of Change of Use

Current Use	Proposed Use

4. Impact to School / Board / OTG if Change of Use Approved

Net Impact of Change	Benefits of permitting or denying application	The Board’s Planning Officer has reviewed this project to determine the merits of approval based on the impact of changes to the school’s OTG.

5. Anticipated Benefits for Students, School Building, Community, Board

Students	
School Building	
Community	
Board	

6. Administrative Acknowledgement

Signature – School Principal	Date

7. Facility Services Acknowledgement

Signature – Manager of Facility Services	Date

8. Superintendent Approval

Signature – FOS Superintendent	Date

9. Approval of Executive Council

Signature –Superintendent of Business	Date