

FACILITY PLANNING, RENOVATIONS, REPAIRS, AND ENHANCEMENTS

Background

HPSD recognizes that due consideration must be given for overall facility and long term planning for facility repairs, renovations and enhancements. HPSP is required to ensure that facilities are safe and meet all Code requirements.

HPSD encourages the involvement of school councils and other concerned parties in planning new facilities or renovations to existing facilities. These parties function in an advisory capacity to HPSP.

Procedures

1. General

- 1.1. Schools and sites are encouraged, where appropriate, to involve stake holders such as school councils in an advisory capacity when developing proposals for renovations, repairs, enhancements or new facilities.
 - 1.1.1. Schools and sites shall not undertake to complete any renovations, repairs and enhancements.
 - 1.1.2. Schools and sites may, through the use of the Facilities Department, consider plans to modify, renovate, and convert school rooms or non-instructional areas, or other facilities, in a manner that changes the purpose from their current use or designed function.
 - 1.1.3. The Superintendent's approval is required in all situations where modifications, renovations or changes to a building would affect educational programming.
- 1.2. Any proposal, regardless of who does the work, shall be proposed to the Director of Facilities, along with preliminary drawings and how the work is to be completed.
 - 1.2.1. The Director of Facilities shall review and approve proposals in the following manner:
 - 1.2.1.1. where appropriate, consult with the Secretary-Treasurer;
 - 1.2.1.2. obtain the approval of the Superintendent;
 - 1.2.1.3. assume responsibility for construction drawings, either Autocad or engineer stamped.
- 1.3. All renovations or modifications shall be completed by individuals with the appropriate skills and according to the relevant Codes including Building, Electrical, Fire and Occupation Health and Safety and approved by the Director of Facilities.
 - 1.3.1. When ceiling tiles are removed they must be replaced immediately.
- 1.4. All renovations, modifications and enhancements shall have the site "as-built" drawing updated electronically on the facility departments "drawings" database.
- 1.5. The as-built site plan drawing will be updated and distributed as required to appropriate individuals for emergency response, etc.
- 1.6. Wired technology shall not be moved without prior approval of the Technology Department.

References

Education Act, Section 53

[*Occupation Health and Safety Code Part 2, 3, 4, 7, 8, 9, 15*](#)