



## **COLLEGE BUILDINGS & GROUNDS: PLANNING, MAINTENANCE & DEVELOPMENT 2010**

### **Policy**

To develop and maintain buildings and grounds in a way that provides the best possible educational environment consistent with the College Master Plan.

### **Projected Outcomes**

The aims of this policy are as follows:

1. To ensure that adequate heating, lighting and ventilation are present in all College buildings.
2. To ensure safe and attractive campus grounds and facilities.
3. To facilitate the cleaning, repair and maintenance of classrooms and other spaces and all associated fixtures and furniture.
4. To plan for on-going maintenance.
5. To plan for future needs and developments.

### **Board's Buildings Committee**

#### **Membership:**

Board Member (Chair), Parent member(s), Community member(s), Headmaster, Business Manager, Property Manager  
Focus Development of the College Master Plan, Capital Works, Overview of Maintenance, Implementation of the Relevant Sections of the Board's Strategic Plan

### **Terms of Reference**

- In conjunction with the College Maintenance and Development Committee, prepare and oversee the maintenance budget which includes grounds, cleaning and systemic maintenance
- To ensure buildings, furniture, fittings and equipment are suitable, adequate and safe
- To ensure that planning is in place to assure adherence to all Occupational Health and Safety requirements.
- To ensure that planning is in place for regular and routine maintenance and repair
- To create a safe and healthy working environment
- To identify site planning priorities
- To liaise with the Finance Committee in the preparation of annual budgets

- To liaise with the Finance Committee in the preparation of applications for
- Capital Grants

Meetings: Monthly

Reports to: Board through Chair of the Building Committee

## **Maintenance and Development Committee (M&D)**

### **Membership:**

Property Manager (Chair), Headmaster, Deputy Headmaster/Director of Administration, Accountant, Business Manager, Director of Information & Communication Technology, Occupational Health & Safety Representative  
Focus Maintenance and development of buildings and grounds within the approved budget

Meetings: Monthly

Reports to: Board's Buildings Committee through the Chair

The role of this committee is to implement the Building and Maintenance Policy.

### **Procedures**

1. Routine maintenance is carried out under the direction of the Property Manager using the designated procedures and appropriate forms.
2. In cases that might be regarded as special or unusual, or where significant unplanned expenditure is involved, approval is sought from the College Leadership Team, chaired by the Headmaster, which authorizes such projects provided that they fit within existing budgets.
3. The Maintenance and Development Committee produces regular working documents of present, possible and future projects, to establish priorities. It keeps the Building Committee informed of progress. In conjunction with the Property Manager, the M&D Committee also establishes priorities for some routine maintenance items as required.
4. Major building projects must be formally approved by the Board and the Provincial Leadership Team.

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**Status of Policy:** Ratified by the College Board, 2010

**Review:** 2015