



## EQUIPMENT & FACILITIES MANAGEMENT 1 – Capital Plan Development

Date: June 1, 2002

Responsible Administrator: Superintendent

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### **1.0 RATIONALE**

All sites in the Division shall be maintained at as high a level as possible within the available resources. Careful planning is a critical part in enabling this to happen and will:

- 1.1 provide a safe welcoming learning environment;
- 1.2 be cost effective;
- 1.3 enhance learning;
- 1.4 enable common consistent maintenance procedures;
- 1.5 allow for efficiencies in selection and distribution of supplies;
- 1.6 allow for planning for long term maintenance of facilities.

### **2.0 PROCESS**

The Coordinator of Facilities will facilitate a consultative process which leads to a recommendation being brought forward to the Board.

### **3.0 GUIDELINES**

- 3.1 Three-year Plans and BQRP Plans will be developed by the Coordinator of Facilities in consultation with the Secretary Treasurer and principals.
- 3.2 Schedules for BQRP and annual maintenance items shall be communicated to the schools.
- 3.3 The Coordinator of Facilities will oversee a collaborative process whereby standards for equipment and furniture will be developed. Once developed, these standards will be adhered to.

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References: *Board Policy: D/1/2*