



**Policy 5.05  
Category: Facilities**

**Facilities Maintenance**

**BACKGROUND**

The CAPE Charter Board is committed to ensuring that the CAPE school facility serves the learning needs of the students and that the facility's building, grounds, and equipment are safe, functional and attractive.

**POLICY STATEMENT**

1. The CAPE Charter Board is committed to working with the CAPE building manager/head of maintenance to ensure that the maintenance of the CAPE facility is conducted in an effective, efficient, and fiscally responsible manner.

**DEFINITIONS**

2. **Effective** - successful in producing a desired or intended result.
3. **Efficient** - capable of producing desired results with little or no waste.
4. **Fiscally responsible manner** - a way of making decisions that results in an appropriate level of spending within an organization resulting in financial stability.
5. **Protocol** - a system of rules that explain the correct conduct and procedures to be followed in formal situations.

**GUIDELINES**

6. The maintenance of the CAPE facility is the responsibility of the CAPE Charter Board.
7. CAPE Charter Board assigns to the Superintendent the task of establishing a protocol to be followed for the monitoring of the school facility, grounds, and equipment.
8. The Principal or designate is responsible for the implementation of this protocol.
9. The Principal or designate is to work with the maintenance personnel to ensure the effective and efficient maintenance of the CAPE facility.

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**References:**

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**CAPE-Centre for Academic and Personal Excellence  
Policy Manual**

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