



Facilities Maintenance

BACKGROUND & RATIONALE

The CAPE Charter Board is committed to ensuring that the CAPE school facilities serve the learning needs of the students and that the facilities' building, grounds, and equipment are safe, functional and attractive. The CAPE Charter Board is also committed to working with the Lease Board to ensure that the maintenance of the main CAPE facility is conducted in an effective, efficient, and fiscally responsible manner.

PROCEDURES

1. The Principal, with the assistance of the Executive Assistant, is responsible for the implementation of the established facilities maintenance protocol.
2. The Principal and the Executive Assistant are to do a complete facilities walk-about at least once per month to determine the safety and general state of the facilities. The appropriate Safety Checklists are to be used at all times.
3. Staff is responsible for reporting any required repair items to the school-based administration in a timely manner.
4. The Principal or the Executive Assistant is to FAME all repair requests relating to the main site to the Lease Board's Maintenance Department personnel for timely action.
5. The Principal or the Executive Assistant is to contact local companies/businesses to request estimates of the repairs to the facility owned by CAPE. Once the CAPE Charter Board grants approval for the work to proceed and selects a contractor, the Principal or the Executive Assistant shall contact the selected contractor to request that the required repairs be undertaken in a timely manner. All invoices pertaining to such repairs are to be submitted to the CAPE Secretary-Treasurer.
6. The Principal or the Executive Assistant is to contact the Landlord of the facility under Third-Party lease to inform the Landlord of the required repairs and request that the repairs be undertaken in a timely manner. All invoices pertaining to such repairs are to be submitted to the CAPE Secretary-Treasurer.

References:

CAPE Policy 5.05

Adopted: November 27, 2013

Motion: #2013-11-27-12

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

**Procedures 5.05
Category: Facilities**