



AP 5.04

Category: Facilities

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 committed to working with the CAPE facility manager to ensure that the maintenance of the CAPE facility is conducted in an effective, efficient, and fiscally responsible manner.

DEFINITIONS

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

PROCEDURE

5. The Facility Manager is responsible for the implementation of the established facilities maintenance protocol.
6. The Facility Manager is 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.
7. Staff is responsible for reporting any required repair items to the The Facility Manager in a timely manner.
8. Minor repairs that fall under the approved budget are to be addressed by the Facility Manager at the earliest possible date through contractors that are affiliated with CAPE.
9. The Facility Manager is to request an estimate for any repairs to the facility owned by CAPE prior to proceeding with the work.

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10. Major work that are capital expenses are to be approved by the Secretary-Treasurer, after consultation with or approval by the Board of Directors. At least three (3) estimates are to be requested, reviewed by the Facility Manager, and a recommendation made to the Secretary-Treasurer.
11. Once approved, the Facility Manager shall contact the selected contractor to request that the required repairs be undertaken in a timely manner.
12. All invoices pertaining to repairs are to be submitted to the CAPE Secretary-Treasurer nor delegate.
13. The Facility Manager is to maintain accurate records go all maintenance.

References:

CAPE Policy 5.2

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