



POLICY:
SUBJECT:

EC
FACILITIES MANAGEMENT
PROCESS

APPROVAL DATE:
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1. GENERAL

- 1.1 The Winnipeg School Division (WSD) will seek to provide facilities for the total developmental needs of the students and the requirements of the educational programs.
- 1.2 WSD will establish a comprehensive facilities management process and will provide for the maintenance, renovation, addition to, and replacement of its facilities.
- 1.3 Insofar as possible, community involvement and consultation in the development of a long-range plan for replacement, addition to, and/or renovation of facilities will be encouraged.
- 1.4 The facilities of WSD shall be maintained in such a manner as to protect the capital investment and to meet the required levels of educational service.

2. FACILITIES MANAGEMENT PROCESS

- 2.1 The Facilities Management Process shall be composed of four complementary systems:
 - a) Building Inventory System – an inventory of all existing assets including condition and assessment rating with regard to architectural, structural, mechanical, electrical and grounds physical sub-systems.
 - b) Maintenance Management System – a planned and cost effective approach to maintaining the facilities through the performance of the following functions:
 - i) Work Reception and Control
Planning, development and preparation of budgets and work programs and implementation of control procedures to effect efficient operations;
 - ii) Preventive Maintenance
Coordination and control of preventive maintenance inspection activities;
 - iii) Architecture/Engineering
Preparation of detailed technical scopes of work, cost estimates, supervision of engineer studies, drafting services, preparation of specifications and supervision of contracts, maintenance of current records;
 - iv) Production
Control, implementation and supervision of all labour projects; preventive maintenance shop inspections; energy conservation activities; monitoring the issue of materials and tools used in projects;
 - v) Administration
Provision and maintenance of records essential to the control of Building Department Budget;
 - vi) Fire Inspection
Provision of fire safety inspections of facilities, inspection/testing of fixed fire protection systems, fire protection engineering advice and fire prevention programs.
 - c) Long-Range School Facility Development – a planning process for formulating and monitoring the long-range plan for the replacement, addition to or renovation of facilities.
 - d) School Improvement Plan – programming process for recommending annual priorities for improvement projects to be undertaken in schools.



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3. RESPONSIBILITIES

- 3.1 The Board of Trustees shall provide general direction for the maintenance, renovation, addition to, and replacement of facilities in WSD.
- 3.2 The Chief Superintendent/CEO shall be responsible for the development, implementation, and coordination of a comprehensive facility planning process.
- 3.3 The Director of Buildings shall be responsible to the Secretary-Treasurer for the development and implementation of:
 - a) The Building Inventory System, and
 - b) The Maintenance Management System