



POLICY SECTION: BUILDING/PLANT/GROUNDS
SUB-SECTION: BUILDINGS
POLICY NAME: FACILITIES MANAGEMENT
POLICY NO: B.B. 01

Date Approved: September 22, 2016-Board	Date of Next Review: September 2021	Dates of Amendments:
Cross References: F.P. 01 Purchasing Policy S. 25 Good Neighbour Policy		
Appendix – TCDSB Facilities Services Operational Procedures		

Purpose

To provide greater accountability of facilities infrastructure and a higher standard for internal controls of facilities management, in alignment with current Education Statutes and Regulation of Ontario (Section 169.1(5)). This policy requires the maintenance of a comprehensive set of operating procedures that will adapt to changes in facilities management principles, new legislation and industry best practices.

Scope and Responsibility

The purpose of ensuring facilities management accountability and effective internal controls is the responsibility of administrators throughout the Toronto Catholic District School Board (TCDSB) organization. The Director of Education supported by the **respective** Superintendents of Facilities, is responsible for this policy.

Alignment with MYSP

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

Inspiring and Motivating Employees



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Policy

The Toronto Catholic School Board (TCDSB) will achieve effective utilization and stewardship of its facilities resources through sound application and management of facilities systems and internal controls involving Capital **Development Services**, School Renewal, School Operations and School Maintenance. These objectives will be achieved by adherence to facilities management principles, sound industry best practices and the regulation of applicable Authorities Having Jurisdiction. Management will maintain comprehensive operational procedures to guide and safeguard both occupants and assets of TCDSB in its day to day operations.

Regulations

1. Senior Coordinator of each department shall develop and maintain appropriate, and where required, confidential procedures pertaining to funds allocation and financial control.
2. Supervisors of each department shall obtain or assist in obtaining appropriate permits where necessary and liaise with appropriate authorities to ensure compliance with relevant acts, regulations and legislative requirements.
3. All work including new schools, additions, interior and exterior renovations and repairs shall adhere to the established TCDSB building design standards.
4. **Allocation of School Renewal funding shall be primarily based on priority needs identified by Ministry of Education inspections as documented in the Facility Condition Database in conformance with Ministry funding guidelines.**
5. **Allocation of School Renewal funding not restricted to specific facility systems and project types by Ministry guidelines shall be determined in consultation with school communities through the Area Superintendent, local Trustee and Operations staff and guided by the Board's Equity Action Plan.**
6. School Operations and Maintenance Staff shall ensure health and safety of the occupants through daily and annual checks, inspections, tests and maintenance of life safety, fire protection and operating equipment as mandated by relevant acts, regulations and legislative requirements.

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7. Facilities Services staff shall update the Facilities **Condition** Database at the completion of every project. Database to be made available to other departments within the Board and Authorities Having Jurisdiction.



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Evaluation and Metrics

1. ~~Facilities Budget Report, outlining Capital Services, School Renewal, The School Operations and School Maintenance budget,~~ will be provided annually to the Board of Trustees **as part of the annual operating budget report.**
2. Capital Program Status Update Report will be provided annually ~~or twice a year as required~~ to the Board of Trustees.
3. School Renewal Program report will be provided annually **or as required in alignment with Ministry of Education funding memoranda** ~~every two years~~ to the Board of Trustees.