

Purpose/Background

To outline specific guidelines and regulations for structures (excluding sports field towers), not supplied by RVS, on school sites. This procedure must be complied with PRIOR to application through AP5405 Alterations to School Buildings, School Grounds or Other Division Facilities.

Procedures:

1. No structures shall be built, erected or placed on RVS lands without prior knowledge and written approval from the Associate Superintendent of Business and Operations or, if designated, the Director of Maintenance and Grounds.
 - 1.1. All new requests must follow Administrative Procedure AP5405 Alterations to School Buildings, School Grounds or Other Division Facilities.
 - 1.2. High Schools may be permitted **1 (one)** free standing storage unit/building for football/sports equipment. No other RVS facilities are eligible for these units.
 - 1.3. The structure, including site preparation and footings (if applicable), must be approved by RVS Maintenance and Grounds Departments.
 - 1.4. Utilities and other services to these structures are not standard. Exceptions may be reviewed on a case by case basis but must be included in the initial application.
 - 1.4.1. Extension cords to these structures are not permitted.
 - 1.5. Short term storage structures during grade reconfigurations will not be considered. The Supply Management Department can arrange for temporary storage off-site.
 - 1.6. Storage facilities will not be permitted for recycling/waste. The frequency of waste/recycling pickups can be reviewed through the Service Response Centre and adjusted as required, or additional pickups can be arranged when required for additional volume due to school events or specific times of year.
 - 1.7. Placement of these units must be considered in advance. Placement location must ensure that the aesthetics of the property is maintained, access to other RVS facility roofs is not possible (often storage units become a stepping stone to access school roofs) and any impact to the Maintenance and Grounds of the site is minimal.
2. OHS, Municipal Fire Codes and Building Code Requirements must be considered when placing a new structure. It is important that the school administration outline who will be inspecting the structure, once the structure is placed and occupied, as well as the schedule of inspections when submitting the request through AP-5405 (if requesting Maintenance to complete the inspections, a budget code for these must be provided). The Preventative Maintenance (PM) will be tracked through Asset Planner (Maintenance/Asset Tracking System) to ensure safety compliance and reporting for auditors.
3. Storage facilities and their maintenance are a school cost funded through the school budget. School budgets must consider in advance necessary funds for the following:
 - 3.1. Caretaking services, which must be discussed in advance and specifics included in the request. If required, these services are to be contracted out, paid for by the school budget, and are not part of the Facility Caretaking staff responsibilities.
 - 3.2. The removal of any graffiti, repairs of damages caused by vandalism or normal wear and tear costs. Service can be requested by submitting a request through Asset Planner.

4. All buildings over \$5000 must be tracked as Capital Assets through the Finance department. All Asset information (invoices, S/N's, Make, Model) must be provided to the Service Response Centre or Manager of Accounting for entry as a Capital Asset.
5. If the structure is not maintained to RVS standards, as determined by the Director of Maintenance and Grounds, notice will be provided to the school. If repairs are not completed within the timelines set in the notice, the structure will be repaired or taken down by the Maintenance and Grounds Departments with all costs being charged to the school.
6. All buildings, approved prior to September 2016, will be 'Grandfathered' and will not be required to submit a request for placement. RVS Maintenance and Grounds will retain a list of approved existing structures; when end of life for the structure is reached, a request for a replacement structure must be submitted through the above procedures.
 - a. RVS Maintenance is responsible for tracking all structures on RVS land. This list is provided to the finance department yearly.

References:

- AP5405 Alterations to School Buildings or School Grounds
- Asset Planner
- Service Response Centre
- Government of Alberta OH&S, Building Code Regulations, Fire Code Regulations