



Purpose/Background

School building or school grounds alteration requests require review to protect and maintain RVS' infrastructure, while managing the potential for increased operating costs. Changes to an existing building's infrastructure or grounds may be made only by following the steps outlined in this procedure. Changes must consider any relevant Board Policies/Administrative Procedures.

This procedure applies to school based administrators, school based personnel, and all EC personnel requesting alterations to a school building or school grounds. Inquiries and requests are generated as a result of a desire to:

- modify a school building;
- modify school grounds;
- install new equipment that requires a change in existing infrastructure;
- add or modify interior and/or exterior signage;
- re-paint any surface (above wear and tear);
- purchase new furniture and equipment (F&E) or technology not yet approved for use within Rocky View Schools; or
- purchase furniture and equipment or technology that, although the type of F&E or technology has been approved, doesn't fit within specifications for installation, use, and/or maintenance; for example, some 3D printers require ventilation.

Procedure

1. Under no circumstances are school staff or other individuals to undertake modifications or alterations to school buildings or grounds.
2. If a School or other Education Centre (EC) department identifies that school building or school grounds improvement(s) are required to meet instructional needs, the request must be submitted to the Area Director for review. The Area Directors will review the instructional component to determine if the project will go forward.
3. Instructional request(s) identified and approved in step 2, as well as non-instructional improvement(s) relating to safety, efficiency, or effectiveness at any RVS school or on school grounds are to be submitted using Asset Planner (the online work request system) to the Maintenance and Grounds Departments.
4. Asset Planner requests are to include the proposed budget, funding source, location, proposed modifications and previous approvals (ie. Area Director Approval). All requests will be managed through Asset Planner. The Service Response Centre can be contacted directly for inquiries about an existing Asset Planner request. This provides a single point of contact for involved parties to view updates on the request.



5. A committee comprised of EC-based education and maintenance/grounds personnel (referred to as the School Initiated Projects Committee [SIP]) will either approve (with or without accommodations or alternatives) or deny the request (with rationale). If other alterations are currently in the works that may affect the requested modification, the request may be approved but put on hold until the other requests are completed, cancelled, or modified. This will be communicated through Asset Planner to the party requesting the improvement.
6. If approved by the SIP Committee, the designated EC personnel shall prepare a cost estimate (including Project Management Fee) of the project.
 - 6.1. This may include completion of a detailed design and architectural drawings of the proposed project.
 - 6.2. All costs incurred will be the responsibility of the school/department.
 - 6.3. An agreement may also be required at this stage to fund future maintenance to ensure sustainability of the project inclusive of overhead for project management.
7. If the school and/or EC Department decides to fund the project, a school/department budget code shall be submitted through Asset Planner.
8. The designated EC personnel shall discuss the priority of the project with the school, as well as other involved parties, in order to schedule the time frame for completion of the project. Asset Planner will display the current status of the project and will be updated to reflect the scheduling.
9. All on-going maintenance and vandalism repairs for School initiated projects will be a school cost unless otherwise specified during the approval stage.

RESOURCES

- Outdoor Learning Projects and School Initiated Projects Flow Charts
- School Act Sections 20, 60, 61, 113, and 117
- RVS Asset Planner
- RVS Service Response Desk
- AP5305 Non-Standard Items in Schools
- AP5404 Free Standing Storage Units, Outbuildings and Other Structures
- Board Policy 1, 2, 3, 18, 19, 21, 22, 23, 25