



ADMINISTRATIVE PROCEDURE: APPROVAL FOR ALTERATIONS TO SCHOOL BUILDING and/or GROUNDS

REFERENCE NO: AP-PL-01

1. This procedure applies to the following circumstances;
 - change of use of a room
 - relocation of a room
 - renovation or an alteration to a room or any interior space within a school or building
 - renovation or an alteration to any exterior portion of the school or outside structure
 - change to the outside grounds
2. This procedure ensures that all applicable building, plumbing and electrical codes are followed, the Health and Safety Act is adhered to, collective agreements are followed and all risks and liabilities are mitigated.
3. Principals must submit the "School Request Form for Proposed Alterations to School Building and/or Grounds", to the Manager of Facility Services.
4. The Manager of Facility Services will review this request and make a decision to either approve, or deny the request. Such request may be forwarded by the Manager to the Accommodation Advisory Committee (AAC) if it entails a change of use or a relocation of a room.
5. This approval is required regardless of the source of the funds (parents, community, school), the source of the labour (volunteers, parents, staff, contractors or students), or the cost of the material (free, donated, surplus).

Note – this process does not apply to any work:

- completed as a work order for regular maintenance,
 - defined as a capital project through Facility Services, or
 - submitted under the Minor Capital Process.
6. The form will be signed, indicate a decision, and returned to the school. An explanation will be included if the request is not approved.
 7. The Principal may appeal the denial to the Superintendent of Business for re-consideration.
 8. This Procedure governs any work to any building component including but not limited to:
 - *building grounds, pavements, grassed areas , fields, posts*
 - *building exterior, roof, doors and windows*
 - *wall, floors and ceilings*
 - *partitions, doors , windows and locks*
 - *wall paneling*

- *carpets, tile and other coverings*
 - *lighting fixtures*
 - *electrical/computer wiring or cabling*
 - *TV or monitor*
 - *FM and TV cables, aerials and towers*
 - *electrical audio and video sound systems and projectors*
 - *speaker systems*
 - *clock systems*
 - *PA systems*
 - *locker replacement or repair*
 - *painting*
 - *heating, ventilating and cooling systems*
 - *storage, bins, sheds and out buildings*
 - *plumbing systems*
 - *fixtures attached to buildings*
 - *dishwashers and major appliances*
 - *window air conditioners, ceiling fans*
 - *score boards*
 - *outdoor signs*
 - *trees, rocks and vegetation*
 - *playground improvements*
 - *large-scale landscaping/beautification projects*
 - *re-keying (Refer to Keying of Buildings Administrative Procedure)*
9. There will be no art murals, paintings or writing of any kind on any interior or exteriors surfaces except without the prior written approval of the Manager of Facility Services.

[Link to Request Form for Proposed Alterations to School Building and/or Grounds](#)