



## Construction Projects Administrative Procedure 6.30

6.0 Facilities

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**Board Governance Policy Cross Reference:** 1, 2, 3, 4, 12, 13, 15, 16, 17

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**Legal Reference:**

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**Date Adopted:** September 1994

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### Construction Requirements

To justify the expense of a School Division new or renovated building, the building should be planned and designed to be used for many years. In light of this statement, the following principles serve as guidelines for the Board's Building Committee:

1. **Flexibility:** Modern technology makes available a wide choice of versatile construction materials that will make a building adjustable to future needs;
2. **Durability:** Buildings should be constructed of durable materials that are not necessarily expensive. On the other hand, the initial higher cost of good sound materials may be offset by lower operational or maintenance expenses;
3. **Accessibility:** Buildings should be designed to allow easy flow of traffic for all who use the building. This principle applies not only to vehicular traffic but also to the establishment of good traffic patterns inside the school. Division buildings should meet access requirements for handicapped people;
4. **Environmental:** Aesthetic values must be considered in planning the total school environment. In order to provide the best possible learning environment, the surroundings should be comfortable, pleasing and safe.

### Educational Specifications

The Board shall require the Superintendent and Secretary-Treasurer to develop a set of comprehensive educational specifications for the architect. Specifications, which shall then be discussed in conference with the architect, shall include:

1. Information concerning the plan of school organization and estimated enrollment in the proposed building;
2. A description of the proposed curriculum and the teaching methods and techniques to be employed;
3. A schedule of space requirements including an indication of relative locations of various spaces;
4. A desired layout of special areas and the equipment needed for such areas;
5. An outline of mechanical features and special finishes desired;

6. A description of standard codes and regulations (Division, Municipal and Provincial) affecting planning.

### Facilities Development Goals

Two (2) general types of facilities are constructed and utilized by the Division, those for use in the instructional program and purposes such as administration, instructional resources and ancillary services. Buildings used for instruction constitute one of the most important resources. Their adequacy of space and their specific design features either contribute to or detract from the quality and scope of learning. Priority in the development of facilities shall be based on identified educational needs and programs.

Each school staff may have an advisory role in designing its school facilities and services. In addition, facilities design should utilize expertise of the local and central office staff, Manitoba Education and Training and that available elsewhere. The latest and best information and ideas regarding educational facilities shall be utilized for planning within the Division. With a view to achieving the Division's central purpose of high quality education and acting also with fiscal responsibility, the Division strives not to be the cheapest, but for the most economical construction which adequately meets the requirements for quality education, safety, durability, maintenance, insurance and flexibility.

The Board establishes these broad goals for development:

1. To integrate facilities planning with other aspects of planning in a comprehensive program of educational problem-solving;
2. To base educational specifications for school buildings on identifiable learner needs;
3. To design for sufficient flexibility to permit programs to be modified or to permit new programs to be installed;
4. To design school buildings as economically as feasible providing that learner needs are effectively and adequately met by the design;
5. To involve the community, local school staff, available experts and the latest in related current developments and research in building plans and specifications;
6. To design school buildings for maximum potential for community use.

### Procedures for Facilities Development

A letter of intent shall be then submitted by the Board to the Administrative Committee for approval by the Public Schools Finance Board and the Minister of Education.

Preliminary plans must also be submitted for approval. Upon receipt of such approval, working drawings and specifications shall be submitted to the Administration or

Management Committee for approval by the Public Schools Finance Board. These shall be reviewed and analyzed by the Division and the results of this analysis are submitted to the Administration or Management Committee. The Public Schools Finance Board then should notify the Division of the financial support to be provided under the Capital Support Program.

### Contract Bidding

Upon approval of working drawings and specifications by the Public Schools Finance Board and the Board of Trustees, the Secretary-Treasurer shall solicit tenders for construction.

Upon receipt of tenders, they shall be reviewed and analyzed by the Secretary-Treasurer and submitted to the Board of Trustees for approval. The analysis with copies of the tenders shall be submitted to the Public Schools Finance Board which notifies the Division of the final support under the Capital Support Program for the project. Contracts are then awarded.

### Insurance

- a) The Board, when erecting, enlarging or remodeling a building, shall protect the Division against liability under the *Workers' Compensation Act* by ensuring or requiring that a contractor insure against any such liability provided by that Act.
- b) The Contracted Employer shall act as the Prime Contractor as defined in the *Workplace Safety and Health Act*. The Contractor shall:
  1. take reasonable precautions to ensure everyone working on the project complies with legal safety and health requirements.
  2. establish a project safety and health committee if twenty (20) or more workers are expected to last more than fifty (50) days, and
  3. coordinate the safety and health programs of employers contracted to work on the project.

The Contracted Employer shall have a company safety program. Submit written current status with the Manitoba Building Contractors Safety Policy Manual.

1. Provide copies of any outstanding improvement orders with Workplace Safety and Health, and explain.
2. Provide duplicate copies of MSDS sheets for all products utilized in the work. Maintain one set of copies on the construction site, and turn over the other set to the Owner.
3. Carry out safety meetings in accordance with the Workplace Safety and Health Act.

### Supervision of Construction

The Board shall require the Buildings Supervisor or designate to provide periodic progress reports on construction projects.

Change orders must be submitted to P.S.F.B. for approval.

Emergency or minor change orders may be approved by the Buildings Supervisor.

All change orders should be signed by the Secretary-Treasurer or designate.