

# Living Sky School Division No. 202

## Administrative Procedure (AP) Manual



### Procedure Name: Building/Grounds Improvements & Maintenance

<b>Procedure Type:</b>	Facilities	<b>Implementation Date:</b>	JAN 28, 2009
<b>Procedure Number:</b>	9.03	<b>Last Approval Date:</b>	OCT 6, 2025
<b>AP Owner:</b>	Facilities Specialist	<b>Last Reviewed:</b>	OCT 6, 2025
<b>Legal Reference(s):</b>	<i>The Education Act, 1995, s. 85, 87, 348</i>		

## Background

Living Sky School Division (LSKYS) believes that school building, grounds, and playgrounds form part of the whole school environment as places of play, recreation and instruction for students and the community and that all students should have access to safe and functional indoor and outdoor spaces. The Division welcomes students, school community council, staff and community involvement in the planning and implementation of playground improvements.

## Scope

This procedure will apply to all LSKYS owned school building and grounds.

## Roles & Responsibilities

### Principal

- is responsible for on-going and daily basis supervision and monitoring of the general maintenance of the school building and its grounds

### Caretaker

- performs daily checks and minor repairs to school grounds

### Facilities Specialist

- provides support and technical expertise

### The Procurement

- may support and manage tendering, purchasing and contracted professional services associated with grounds and playground improvements

## Procedures

1. Schools' Daily Oversight
  - a. The principal is to establish in-school processes for reporting general maintenance and repairs required in the school and on the school grounds. Escalating these to Facilities as needed.
  - b. The caretaker and principal shall work together with Facilities to establish processes for monitoring the school grounds, equipment, and school building. Minor items in need of attention shall be carried out by the caretaker. Major items shall be escalated to Facilities.
2. Renovations and New Installations
  - a. All proposed renovations and new installations shall involve the school administration, Facilities personnel and any other parties affected.
  - b. All new structures, new equipment, changes to school or playgrounds require the prior approval of the facilities specialist to ensure compliance with safety, accessibility, and equipment standards,



regardless of funding source. The school shall apply via appendix 9.03A Application for Playground, submitted to Facilities for approval.

- c. Community groups and school community councils that are contemplating development of a school playground are to work in conjunction with their principal and the facilities specialist.
- d. The procurement administrator may support and, in compliance with *AP 7.06 Purchasing & Procurement*, manage tendering, purchasing and contracted professional services associated with grounds and playground improvements.
- e. The school will manage the installation process in consultation with the facilities specialist. The school is responsible for ensuring the supplier of the playground structure provides a qualified installation supervisor to oversee the project. Family and community support in the installation process is welcome, under the supervision of an installation supervisor and in compliance with Occupational Health and Safety.
- f. Playground equipment will have fall protection in accordance with Playground Safety Institute Standards.
- g. All structures and equipment, regardless of funding source, are the property of the Division.

3. Grounds and Playgrounds Maintenance

- a. Playground inspections will be funded by Facilities.
- b. Qualified external or internal staff will complete playground audit on a three-year cycle. To ensure they are safe, functional, and comply with industry standards as per the Canadian Playground Safety Institute.
- c. If a play structure is deemed unsafe and not repairable, the structure shall be taken out of service as soon as possible and reported to Facilities.
- d. Signage on school grounds shall be inspected regularly by the caretaker. Deficiencies shall be reported to Facilities.

4. Funding

- a. Playground repairs, maintenance and new installations shall be school funded.
- b. Local schools, school community councils, families, businesses, organizations, and the broader community are encouraged to be active partners in the planning, development, and enhancement of school buildings, grounds, and playgrounds. All additional contributions must be thoughtfully incorporated into school plans to ensure alignment, safety, and long-term sustainability.

## Appendices

9.03A Application for Playground Grant

School Grounds Improvement Plan (*internal document*)

## Related

7.06 Purchasing & Procurement