
Date of Issue January 2003
Original Date of Issue October 18, 1999
Subject **ALTERATIONS, RENOVATIONS & IMPROVEMENTS TO FACILITIES**
References APM 5200, APM 5201
Links
Contacts Superintendent of Education
Superintendent of Facility Services

1. Minor Alterations, Renovations & Improvements Request

1.1 Requests for minor alterations, renovations or improvements (anticipated not to exceed \$9,999), shall be submitted on a Minor Alterations, Renovations & Improvements Request (FORM A-1 and A-2). ***All outdoor play structures to be submitted using this form.**

1.2 Proposed Method of Funding:

1.2.1 Fund Raising/Funds other than School Basic Budget

These requests may be submitted by principals/managers throughout the year.

1.2.2 Facility Services Budget

These requests are to be submitted by principals/managers **no later than** the second Thursday of November, to allow for the review, assessment and consideration of the requirement in either the current School Year/Fiscal Year or in a future year of the Facility Services Maintenance Program.

1.2.3 Superintendents, in consultation with their principals/managers, shall review and prioritize the Minor Alterations, Renovations and Improvements Requests (using FORM A-1 and A-2) for their Area and/or Department groupings and submit the supported Minor Alterations, Renovations and Improvements Request(s) to Facility Services (Attention: Manager. Design, Construction and Maintenance) **no later than** the second Thursday of December.

2. Capital Renewal Request

2.1. Principals/managers requesting alteration, renovation or improvement projects (anticipated to exceed \$10,000) to facilities and sites under their responsibility are to complete a Capital Renewal Request form (FORM B-1 and B-2) and submit to their Superintendent for review, comment and prioritization.



- 2.2 Capital Renewal Requests are to be submitted by principals/managers **no later than** the second Thursday of November. This will allow for the review, assessment, prioritization and scheduling of the requirement in either the next School Year/Fiscal Year or in a future year of the Facility Renewal Program.
- 2.3 Superintendents, in consultation with their principals/managers, shall review and prioritize the Capital Renewal Requests (using FORM B1 and B2) for their Area and/or Departmental groupings and submit the supported Capital Renewal Request(s) to Facility Services (Attention: manager, design, construction and maintenance) **no later than** the second Thursday of December.
- 2.4 Project prioritization/scheduling/implementation will be based on overall priorities and available funding.

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