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<b>Date of Issue</b>	October 8, 2008
<b>Original Date of Issue</b>	June 23, 1988
<b>Subject</b>	<b>REPAIRS, MODIFICATIONS AND ALTERATIONS TO SCHOOL BUILDINGS AND PROPERTIES</b>
<b>References</b>	APM A1230, APM 5201 and APM A5220
<b>Links</b>	FORM A1230 A1-2/B1-2, FORM A5220-1
<b>Contact</b>	Facility Services

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1. Repairs, modifications or alterations to school buildings, property and equipment must comply with provincial health and safety legislation, the *Ontario Building Code*, the *Ontario Fire Code* and Ministry of Labour, Ministry of the Environment and Ministry of Health regulations.
2. **Repairs**
  - 2.1 Principals shall direct request for repairs to school buildings, property and equipment to Facility Services. See Administrative Procedures Memorandum A5201 Property and Equipment – Maintenance and Replacement (Allocation of Cost).
  - 2.2 Facility Services shall supervise all repairs.
3. **Alterations and Modifications to School Buildings Property and Equipment**
  - 3.1 Project specifications for the modifications or alterations require the approval of Facility Services.
  - 3.2 A complete description of the work required along with specifications and drawings for alterations and structural changes to building and equipment must be provided to Facility Services prior to the commencement of work using Form A1230 A1-2 or B1-2. In most cases, pencil diagrams will suffice.
  - 3.3 Principals wishing to have staff or students work on repairs, modifications or alterations shall have the work specifications approved by Facility Services and the work supervised by a teacher who holds the necessary regulatory license and/or certifications required for the proposed repairs, modifications or alterations, and who is a competent person as defined in the *Occupational Health and Safety Act*. Cost of project materials shall be absorbed by funds other than Basic Budget.



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- 3.4 Where applicable, permits shall be obtained after approval by Facility Services prior to commencement of the project. On completion, all final inspection reports shall be sent to Facility Services.
  - 3.5 Completed projects including those carried out by staff or students must receive a final inspection by Facility Services prior to being placed in service. Cost of approvals and inspection by Facility Services shall be absorbed by the Facility Services budget.
  - 3.6 Cost associated with further inspections or testing requiring the services of outside consultants or agencies shall be absorbed by school funds other than Basic Budget.

***Approved***

June 23, 1988

**Revised**

June 15, 1992; September 1, 1992; October 8, 2008

***Issued under the authority of the Director of Education***