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Subject	PROPERTY AND EQUIPMENT – MAINTENANCE AND REPLACEMENT (ALLOCATION OF COSTS)
References	APM A1230, APM A5200, APM A5220, APM A5510
Links	
Contact	Facility Services

1. Background

- 1.1 The cost of repair, maintenance, disposal and replacement of physical property, plant and equipment is the responsibility of the following budgets:
 - 1.1.1 Centralized department budgets (Facility Services, Health and Safety, ITS, Purchasing) are responsible for the cost of facility related systems, components and equipment in their areas of responsibility, as noted below.
 - 1.1.2 School basic budgets are responsible for program related systems, components and equipment as noted below.
- 1.2 From time to time, special projects and initiatives (i.e. ministry funded initiatives, new school openings, school closures) will cover the cost (or partial cost) of various items that may or may not be listed below.

2. Facility Services Department Budget

- 2.1 Building Systems
 - 2.1.1 building structure
 - 2.1.2 building envelope (roofing, windows, doors, exterior wall systems)
 - 2.1.3 mechanical/plumbing/electrical systems
 - 2.1.4 Public Address systems
 - 2.1.5 electronic card access systems
 - 2.1.6 intrusion alarm systems
 - 2.1.7 keying (original)
 - 2.1.8 building interior (flooring, interior walls, doors, architectural hardware, ceilings, painting, fixed chalk and tack boards, window coverings)
 - 2.1.9 portables
 - 2.1.10 elevators and wheelchair lifts
- 2.2 Sites and Grounds
 - 2.2.1 asphalt pavement (parking lots, driveways, play areas)



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- 2.2.2 gravel parking lots
 - 2.2.3 concrete curbs and sidewalks
 - 2.3.4 fencing
 - 2.3.5 landscaping
 - 2.3.6 playing fields
 - 2.3.7 running tracks (secondary)
 - 2.3.8 flag poles

 - 2.3 Equipment and Furnishing (General)
 - 2.3.1 auditorium fixed seating (Fisher Auditorium)
 - 2.3.2 gym floor sockets
 - 2.3.3 gym game lines
 - 2.3.4 folding walls, gym curtains
 - 2.3.5 fire extinguishers
 - 2.3.6 programmed and battery operated wall clocks
 - 2.3.7 school name sign (wall mounted)
 - 2.3.8 waste and recycle containers
 - 2.3.9 chalk/tack boards (fixed)
 - 2.3.10 window coverings
 - 2.3.11 fixed millwork
 - 2.3.12 washroom partitions
 - 2.3.13 lockers
 - 2.3.14 signage (room numbering/identification, school name and regulatory requirements)

 - 2.4 Gym Equipment (inspections only)
 - 2.4.1 mounting/fastening hardware and devices for fixed equipment including:
 - 2.4.1.1 basketball nets
 - 2.4.1.2 suspending rings
 - 2.4.1.3 climbing ropes/bars
 - 2.4.1.4 scoreboards
 - 2.4.1.5. electric basketball backstop winches
 - 2.4.1.6 anchored drop down stages/portable stages
 - 2.4.2 The cost of repairs arising from these inspections will be charged to schools basic budgets.

3. Information Technology Services Budget

- 3.1 Classroom computers, peripherals and ICT resources.
 - 3.1.1 computers, printers and peripherals as per APM A6400
 - 3.1.2 network wiring closet-components in main buildings
 - 3.1.3 servers and server room equipment (if required) including power and air conditioning
 - 3.1.4 maintenance and service of the above items



- 3.2 Office computers, peripherals and ICT resources as follows:
 - 3.2.1 maintenance and service of networking wiring and components
 - 3.2.2 maintenance and service of telephone and Public Address Systems
 - 3.2.3 office/administrative staff computers, printers and peripherals
 - 3.2.4 cellular phone/PDA additions, upgrades expenses

4. Health and Safety Budget

- 4.1 Emergency eye wash facilities

5. School Basic Budget

- 5.1 Interior Furnishings and Equipment (Program Specific)
 - 5.1.1 interior signage other than room identification and regulatory
 - 5.1.2 technical shop equipment including, paint spray booths, compressors and compressed air systems, tools, shop fluids, automotive hoists, chain hoists, dust collectors
 - 5.1.3 change tables and lifting devices (including regulatory inspections)
 - 5.1.4 chemical storage cabinets
 - 5.1.5 audio visual equipment
 - 5.1.6 smart boards
 - 5.1.7 additional classroom computers, printers and peripherals above provisioning in APM A6400
 - 5.1.8 moves, charges and upgrades to computers and peripherals
 - 5.1.9 adds/moves and changes to telephone equipment and wiring
 - 5.1.10 voice mail services – new, adds, moves and changes
 - 5.1.11 programming changes and updates to phone and PA systems including clock
 - 5.1.12 adds, moves and changes to network data cabling
 - 5.1.13 broadcast television services, equipment and wiring
 - 5.1.14 stage drapes
 - 5.1.15 stage lighting
 - 5.1.16 video surveillance system
 - 5.1.17 first aid kits
 - 5.1.18 electronic score boards
 - 5.1.19 pianos
 - 5.1.20 portable chalk/tack boards
 - 5.1.21 portable shelving
 - 5.1.22 stoves, washers, dryers, refrigerators, freezer, dishwashers (designated for



program use and staffrooms only)

- 5.1.23 area carpets
- 5.1.24 hospitality equipment including, hoods, grills, fryers, freezers, fume hoods
- 5.1.25 lab fixtures
- 5.1.26 kilns
- 5.1.27 darkroom equipment
- 5.1.28 exterior, free standing/boulevard style school signs
- 5.1.29 high light painting (ie. murals, logos)

5.2 Gym Equipment

- 5.2.1 bleachers
- 5.2.2 all non fixed equipment
- 5.2.3 weight training and fitness equipment
- 5.2.4 gymnastics equipment
- 5.2.5 game goals and posts
- 5.2.6 mats, crash pads, wall padding
- 5.2.7 carts, storage racks
- 5.2.8 electronic equipment
- 5.2.9 score clocks
- 5.2.10 drop down stages/portable stages

5.3 Exterior Furniture and Equipment

- 5.3.1 creative playgrounds (including cost of annual inspections)
- 5.3.2 external structures (eg. sun shelter, sheds)
- 5.3.3 external bleachers
- 5.3.4 flags
- 5.3.5 bicycle racks
- 5.3.6 exterior furnishings, ie. picnic tables, benches
- 5.3.7 alternate energy technologies supplied and installed by the school

6. Purchasing Budget

- 6.1 Secondary School cafeteria equipment and supplies (excluding Twin Lakes S.S.)
(Including inspections and repairs arising from these inspections)

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