

## **RENOVATIONS**

### **Background**

Minor renovations are required in schools from time to time. Prior to undertaking renovations, due consideration is to be given to the overall facility and long-term planning context with which proposed renovations fit pursuant to the following procedures.

### **Procedures**

1. Principals may request completion of minor renovations to improve the functional use of a portion of their school.
  - 1.1 All proposals must be submitted to the Facility Manager for consideration. Maintenance Request Form (electronic).
  - 1.2 The Facility Manager, along with the Secretary-Treasurer or designate, shall review such proposals and when appropriate approve the proposal.
2. The modification, renovation, or conversion of school rooms, including non-instructional areas, for purposes other than their designed functions shall be made only after consultation with and approval from the Facility Manager.
3. Renovation proposals shall proceed as capital works projects pursuant to the Administrative Procedure 542 – Maintenance and Repair.
4. All renovations or modifications shall be completed by individuals with the appropriate skills and according to the relevant building codes.

Adopted/Revised/Reviewed: JUN 2016/NOV 2019/JUL 2023

Reference: Section 52, 53, 68, 197, 222, 225 Education Act