



Policy Manual – Building/Plant/Grounds

B.B.04 - Outdoor Grounds Improvement Projects – Procedures – APPENDIX 'A'

1.0 SCOPE

This procedure is intended to define the sequential activities and responsibilities involved in planning, approving, constructing and maintaining outdoor enhancements to the schoolyard including, but not limited to, outdoor classrooms, gardens and play areas.

2.0 PROCEDURE

- 2.1 Project Origin: The decision to implement a schoolyard feature such as described in the scope may come from a collaborative school community group such as the Catholic School Council, or it may originate from a staff member or a staff group, but it must ultimately be approved by and facilitated by the school principal prior to advancement.
- 2.2 Project Funding: The project must be funded by the school through community fundraising, donations, community grants, etc. Suitable funding for the design, construction, ongoing maintenance and end of life disposal and site restoration must be demonstrated before any approval to proceed will be considered.
- 2.3 Project Concept Plan Development: The project concept plan should include a goal, detailed description, estimated costs (construction and maintenance) and the funding source. The description should include sketches which should show the salient features of the space and its location in the schoolyard as well as plantings, walls, rocks and other objects if known. Should the estimated cost of the project exceed \$10,000, the project concept plan must have an approval from the superintendent of the school.
 - 2.3.1 If the project funding plan incorporates donations from a commercial enterprise, any quid-pro-quo expectations such as tax receipts, naming rights, plaques or other monumentals must be stipulated in the plan.
- 2.4 Facilities Management (FM) Approval: The project concept plan is to be submitted to FM for approval along with the Request Form found in Appendix 'A'. The purpose of this review is to ensure all relevant Board policies are followed and that the funding strategy to support the life cycle of the project is sound. At this stage, feedback and/or approval to proceed to the next stage will be provided. If the size or complexity of the project is substantial, FM may require that a design consultant be hired. The consultant will be selected by FM following the Board's procurement procedures.
- 2.5 Project Design: Upon receiving approval from FM, the detailed design of the project can be undertaken by the approved source. The design should elaborate on the concept plan providing detailed dimensions, grading, plant species, ground cover, etc.

- 2.5.1 FM Final Approval: The completed project design is to be reviewed by the FM department for approval to proceed to the project implementation stage.
- 2.6 Project Implementation: Depending on the size of the project, a contractor may be required to undertake the necessary work. FM will decide this and select a contractor from the Board's pre-qualified list through a tendering process or a quote based selection, depending on the estimated cost.
 - 2.6.1 If the project is to be a community volunteer effort, the scope of work involved must reflect necessary limitations involving safety and liability – i.e. no powered equipment, strenuous lifting, etc.
- 2.7 Ongoing Maintenance & Inspections: The school Principal will ensure that any agreed upon inspection and maintenance routines are performed and that any required periodic third-party inspections (e.g. CAN/CSA-Z614 for play structures) are performed and the records maintained.



Hamilton-Wentworth Catholic District School Board
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Outdoor Grounds Design Project Request Form

Please submit completed form to: facilities@hwcdsb.ca

School/Facility Name:

Principal:

Target Project Date(s):

(Precise dates are preferred so that Board representative can be informed)

Project Origin:

e.g. Catholic School Council,
School Community, staff
member/group

Project Funding:

e.g. Community fundraising,
donations, grants, etc.

**Project Concept Plan
Development**

Include goal, detailed
description. Please include
all documentation and
School site plan showing
project location and details

If project funding plan incorporates donations from a commercial enterprise, any quid-pro-quo expectations such as tax receipts, naming rights, plaques or other monumentals, must be stipulated in the plan. PLEASE INDICATE DETAILS BELOW, IF APPLICABLE.

Estimated Cost:

Note: Should the estimated cost of project exceed \$10, 000, project concept plan must have approval from Superintendent of School

I certify that the school is responsible for all costs associated with the project and its maintenance, including restoring any damage to the grounds, unless alternate arrangements have been agreed upon by the Facilities Management Department.

Principal Signature

For Internal Facilities Management Use Only

Approved By:

Date:

Senior Manager, Facility Management Services

Assigned
Facility Staff:

Date:



Policy Manual – Building/Plant/Grounds

B.B.04 - Alterations and/or Renovations to School Buildings, Administrative Buildings, and Board Property – Procedures – APPENDIX ‘B’

1.0 Scope

This procedure is intended to define the sequential activities and responsibilities involved in planning, approving, and proceeding with work that changes the interior and/or exterior physical characteristics of an existing building. This can include, but is not limited to: all minor construction; changes in physical configuration; fabrication, removal or installation of hardware and equipment; relocation or removal of partitions, doors and windows; interior signage; changes in use of space; painting and floor covering replacement. This procedure and Request Form applies to projects that are funded by the school (i.e., school budget, fundraising, donations, etc.) and are not part of the Board’s annual capital school maintenance and renewal budget plan.

2.0 Procedure

- 2.1 **Project Origin:** The decision to proceed as described in the scope may come from a collaborative school community group such as the Catholic School Council, or it may originate from a staff member or a staff group, but it must ultimately be approved by and facilitated by the school principal prior to advancement.
- 2.2 **Project Funding:** The project must be funded by the school through school budget, community fundraising, donations, community grants, etc. Suitable funding must be demonstrated before any approval to proceed will be considered.
- 2.3 **Project Concept Plan:** The project concept plan should include a goal, detailed description, estimated costs (construction and maintenance) and the funding source. The description should include school SPEAR drawings which can be used to identify the space and its location in the school building/exterior walls (can be manually overwritten on the drawing). Should the estimated cost of the project exceed \$10,000, the project concept plan must have an approval from the Superintendent of the school.
 - 2.3.1 If the project funding plan incorporates donations from a commercial enterprise, any quid-pro-quo expectations such as tax receipts, naming rights, plaques or other monumentals must be stipulated in the plan.

- 2.4 Facilities Management (FM) Approval: The *Alterations/Renovations to School Building Request Form* (found in Appendix 'B') together with the marked-up reference School SPEAR drawing are to be submitted to FM for approval. The purpose of this review is to ensure all relevant Board policies including health and safety are followed and that the funding strategy to support the life cycle of the project is sound. At this stage, feedback and/or approval to proceed to the next stage will be provided. If the size or complexity of the project is substantial, FM may require that a design consultant be hired. The consultant will be selected by FM following the Board's procurement procedures.
- 2.5 Project Implementation: Depending on the size of the project, a contractor may be required to undertake the necessary work. FM will decide this and select a contractor from the Board's pre-qualified list through a tendering process or a quote-based selection, depending on the estimated cost.
- 2.5.1 If the project is to be a community volunteer effort, the scope of work involved must reflect necessary limitations involving safety and liability – i.e. no powered equipment, strenuous lifting, etc.
- 2.6 Ongoing Maintenance & Inspections: The school Principal will ensure that any agreed upon inspection and maintenance routines are performed and that any required periodic third-party inspections (e.g. ESA) are performed and the records maintained.



Hamilton-Wentworth Catholic District School Board
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Alterations/Renovations to School Building Request Form

Please submit completed form to: facilities@hwcdsb.ca

School/Facility Name:

Principal:

Target Project Date(s):

(Precise dates are preferred so that Board representative can be informed)

Project Origin:

e.g. Catholic School Council,
School Community, staff
member/group

Project Funding:

e.g. School budget, Community
fundraising,
donations, grants, etc.

Project Concept Plan

Include goal, detailed
description. Please include
all documentation and
School SPEAR drawing showing
project location and details

If project funding plan incorporates donations from a commercial enterprise, any quid-pro-quo expectations such as tax receipts, naming rights, plaques or other monumentals, must be stipulated in the plan. PLEASE INDICATE DETAILS BELOW, IF APPLICABLE.

Estimated Cost:

Note: Should the estimated cost of project exceed \$10, 000, project concept plan must have approval from Superintendent of School

I certify that the school is responsible for all costs associated with the project and its maintenance, including restoring any damage to the grounds, unless alternate arrangements have been agreed upon by the Facilities Management Department.

Principal Signature

For Internal Facilities Management Use Only

Approved By:

Date:

Senior Manager, Facility Management Services

Assigned
Facility Staff:

Date: