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FACILITIES MANAGEMENT PROCESS
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1. STATEMENT OF PHILOSOPHY

- 1.1 The Winnipeg School Division will seek to provide facilities for the total developmental needs of the students and the requirements of the educational programs.
- 1.2 The Winnipeg School Division will establish a comprehensive facilities management process and will provide for the maintenance, renovation, addition to, and replacement of its facilities.
- 1.3 Insofar as possible, community involvement and consultation in the development of a long-range plan for replacement, addition to, and/or renovation of facilities will be encouraged.
- 1.4 The facilities of the Division shall be maintained in such a manner as to protect the capital investment and to meet the required levels of educational service.

2. FACILITIES MANAGEMENT PROCESS

2.1 The Facilities Management Process shall be composed of four complementary systems:

- (a) **Building Inventory System** - an inventory of all existing assets including condition and assessment rating with regard to architectural, structural, mechanical, electrical and grounds physical sub-systems.
- (b) **Maintenance Management System** - a planned and cost effective approach to maintaining the facilities through the performance of the following functions:
 - (i) **Work Reception and Control**
Planning, development and preparation of budgets and work programs and implementation of control procedures to effect efficient operations;
 - (ii) **Preventive Maintenance**
Co-ordination and control of preventive maintenance inspection activities;
 - (iii) **Architecture/Engineering**
Preparation of detailed technical scopes of work, cost estimates, supervision of engineer studies, drafting services, preparation of specifications and supervision of contracts, maintenance of current records.
 - (iv) **Production**
Control, implementation and supervision of all labour projects; preventive maintenance shop inspections; energy conservation activities; monitoring the issue of materials and tools used in projects;
 - (v) **Custodial**
Control and co-ordination of all custodial functions and operation of heating and cooling plants;
 - (vi) **Administration**
Provision and maintenance of records essential to the control of Building Department Budget;



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(vii) **Fire Inspection**

Provision of fire safety inspections of facilities, inspection/testing of fixed fire protection systems, fire protection engineering advice and fire prevention programs.

- (c) **Long-Range School Facility Development** - a planning process for formulating and monitoring the long-range plan for the replacement, addition to or renovation of facilities.
- (d) **School Improvement Plan** - programming process for recommending annual priorities for improvement projects to be undertaken in schools.

3. RESPONSIBILITIES

- 3.1** The Board of Trustees shall provide general direction for the maintenance, renovation, addition to, and replacement of facilities in The Winnipeg School Division.
- 3.2** The Chief Superintendent shall be responsible for the development, implementation, and co-ordination of a comprehensive facility planning process.
- 3.3** The Director of Buildings shall be responsible to the Chief Superintendent for the development and implementation of:
- (a) The Building Inventory System, and
 - (b) The Maintenance Management System.



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**REGULATIONS GOVERNING PROCEDURES AND OPERATIONS FOR THE FACILITIES
MANAGEMENT PROCESS AS DETERMINED BY THE CHIEF SUPERINTENDENT**

1. General

1.1 The purpose of the Facilities Management Process is to provide information to assist in maintaining an inventory of building systems and equipment, and a maintenance management system to provide both long and short range planning capabilities.

2. Description

2.1 The Facilities Management Process contains the following sub-systems:

- (1) Building Inventory System
- (2) Maintenance Management System
- (3) Long Range School Facility Development Plan
- (4) School Improvement Plan

2.2 The latter three systems interface with a financial management system which is the Division's overall budget program.

3. Goals

3.1 The goal of the Facilities Management Process is:

- (1) to obtain and record the inventory of existing facilities
- (2) to perform preventive maintenance procedures and repairs to ensure facilities meet or exceed the design life expectancy
- (3) to implement a planning process and program for improvements to schools and new capital facilities to supplement the maintenance of existing facilities
- (4) to provide an interface with the financial management system for recording costs and providing management information.

4. Building Inventory System

4.1 Responsibility:

- (1) The Director of Buildings is responsible to keep the Building Inventory System current.

4.2 Aim:

- (1) The aim is to provide inventory information of all existing facilities to include architectural, structural, mechanical and electrical systems and grounds.

4.3 Goals:

- (1) to support the maintenance management system
- (2) to support the long and short range school facility development systems
- (3) to facilitate Division planning and management reports.



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4.4 Objectives:

- (1) to provide an inventory of all existing assets including condition and assessment rating
- (2) to provide an inventory of asset information within a consistent framework
- (3) to support the budgeting planning activities
- (4) to improve access to asset information for other purposes.

4.5 The Components of the Building Inventory System are:

- (1) **Inventory Scope**
 - (a) definition of data to be collected
 - (b) standards and guidelines to be used to obtain and define data.
- (2) **Data Recordings**
 - (a) method and procedures and formats for data collection
- (3) **Data Storage**
 - (a) recorded data forms and inventory information files
 - (b) preservation of site records (drawings) and plans and specifications
 - (c) summarized data inventory on computer for quick retrieval and information use.
- (4) **Data Assessment and Analysis**
 - (a) utilizing the inventory data, an analysis is undertaken with regard to a condition rating or assessment of each system based on given criteria and standards
 - (b) design analysis can be undertaken to determine design capacities for comparison to present-day code requirements.

5. Maintenance Management System (MMS)

5.1 Responsibility:

The Director of Buildings is responsible to the Chief Superintendent for the effective operation of the Maintenance Management System.

5.2 Aim:

- (1) The aim is to carry out maintenance on a planned, orderly basis in order to minimize the amount of non-scheduled repairs and hence minimize costs to maintain facilities through their full design life.

5.3 Goals:

- (1) to identify all assets requiring immediate maintenance (determined from the Building Inventory System)
- (2) to determine other maintenance items to be undertaken
- (3) to define monitoring program of items requiring maintenance if immediate repair not required
- (4) to plan the maintenance items:
 - short term - 1 year,
 - long term - 5 years
- (5) to budget for the maintenance items
- (6) to support the Long Range School Facility Development Plan.

5.4 Objectives:

- (1) to ensure that resources are available for a stated level of maintenance
- (2) to establish methods of standards of evaluating maintenance work performance
- (3) to perform maintenance work at the optimum time and at minimum cost in keeping with accepted standards



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- (4) to establish budgets
 - (5) to help establish safer working conditions
 - (6) to improve skills through training
 - (7) to collect costs and other information needed to improve performance and to compare these with the budget.

5.5 Requirements of a Maintenance Management System:

- (1) work order system
- (2) formal planning and scheduling
- (3) detailed job costing system
- (4) work sampling program
- (5) maintenance standards
- (6) computerized management reporting system
- (7) preventive maintenance procedures, and
- (8) computerized stock control system.

5.6 The Organization for an Efficient Maintenance Management System:

(1) Role of the Director of Buildings

The role of the Director of Buildings is to develop a construction and maintenance work program, and to control the activities of construction and maintenance of buildings and grounds, custodial services, operation of utility plants, energy conservation programs, provision of fire inspection services.

- (2) To perform the responsibilities outlined in the preceding paragraphs, the Building Department must be organized to perform the following FUNCTIONS:
 - (a) Work Reception Control. Planning, development and preparation of budgets and work programs and the implementation of control procedures to effect efficient operations, work reception and documentation.
 - (b) Preventive Maintenance. Co-ordination and control of preventive maintenance inspection activities.
 - (c) Architecture/Engineering. Preparation of detailed technical scopes of work, cost estimates, supervise engineer studies, drafting services, preparing specifications and supervising contracts, maintaining current inventory records, energy conservation programs.
 - (d) Production. Control, implementation and supervision of all labour projects, preventive maintenance shop inspections, energy conservation activities, monitor the issue of material and tools used in projects.
 - (e) Custodial. Control and co-ordination of all custodial functions and operation of heating and cooling plants.
 - (f) Administration. Provide and maintain records in order to control the Building Department budget.
 - (g) Fire Inspection. Provide fire safety inspections of facilities, inspection testing of fixed fire protection systems, fire protection engineering advice and fire prevention programs.



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6. Long Range School Facility Development Committee

6.1 Committee Composition:

- (1) the members are the Chief Superintendent, Superintendent of Schools - North, Superintendent of Schools - South, Superintendent of Schools - Central, Superintendent of Schools - Inner City and Director of Buildings.

6.2 Role:

- (1) to co-ordinate studies concerning long range development
- (2) to co-ordinate proposed major new construction or renovation programs and projects
- (3) to develop and recommend the five-year program priorities for new construction, renovation, additions or replacements to be submitted to the Board and the Province (PSFB)
- (4) to consider the implications of requests referred to it by the Board and the School Improvement Committee
- (5) to maintain liaison with local municipal and provincial agencies to ensure compatibility of long range plans.

7. School Improvement Plan

7.1 Committee Composition:

- (1) the Committee is composed of the Superintendent of Schools - North, Superintendent of Schools - South, Superintendent of Schools - Central, Superintendent of Schools - Inner City and Director of Buildings.

7.2 Role:

- (1) to recommend to the Chief Superintendent annual priorities for improvement projects to be undertaken in the schools.