



ADMIN PROCEDURES MANUAL
Administrative Procedure 540

FACILITIES PLANNING

BACKGROUND

The District will strive to provide school buildings and grounds that will offer the best possible environment, within financial and space limitations, for learning and teaching.

The District specifically aims towards:

- Planning new buildings and alterations that support the District's educational philosophy and goals;
- Building and remodeling facilities that are safe and healthy for the people who use them;
- Building and remodeling facilities that are accessible to physically challenged persons, within the practical limitations of the District's physical building and financial resources;
- Prioritizing the creation of before and after school care for school-aged learners; and
- Choosing building and remodeling designs that facilitate low maintenance, climate resilient and conserve energy.

Sound planning for the upgrading and/or modernization of schools, or for additions to existing school buildings.

PROCEDURES

1. The Secretary-Treasurer shall ensure the Long-Range Facilities Plan (LRFP) is kept updated and considers school district needs which are driven by enrolment and capacity considerations. The LRFP shall guide Board of Education decisions frequently by the Secretary-Treasurer.

3.

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminister)



4. The Director of Facilities and Operations will conduct space reviews of all District facilities annually. This review will include:
 - 4.1 Enrollment and capacity statistics for each school.
 - 4.2 Analysis of the structural, mechanical, and electrical components of each school.
5. In collaboration with principals and the Director of Facilities and Operations, the Secretary-Treasurer is responsible for the efficient use of facility space.
6. Where space permits, s6T(her)-6 (e)ya2 0 Td[e]10.5 and(f)-6.6 und(i)2.6 (g()T0.002 Tw pvc)-1.9aillabl

