

# **Administrative Procedure 540**

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## **FACILITY PLANNING**

### **Background**

It is necessary for staff and students to be provided with optimum teaching and learning environments.

### **Procedures**

1. The efficient utilization of facility space to meet the educational program requirements as well as minimizing facilities operation and maintenance costs is supported. After the September 30<sup>th</sup> enrolments are confirmed, school capacity statistics are calculated and analyzed.
2. Any change of program space must be approved by the superintendent or designate, as it can impact Operations & Maintenance funding.
3. Reviews of the structural, mechanical and electrical components of each school will occur throughout the year for student and staff safety and future facility planning.
4. In collaboration with the Associate Superintendent of Business and Finance, Associate Superintendent of Learning Services and Principals, the Director of Facilities is responsible for the efficient use of facility space.
5. The factors which will be taken into consideration in identifying potential surplus space in a school facility will include:
  - 5.1 Potential operations and maintenance cost savings, including custodial and utility costs per annum and over time
  - 5.2 Alberta Education's capacity and associated utilization of the school facility
  - 5.3 Use of each instructional space in the school facility, including percentage of use on a weekly and/or monthly basis
  - 5.4 Type of instructional space, particularly specialized facilities for educational program requirements (e.g. shops, labs, etc.)
  - 5.5 Community use
  - 5.6 Location and distribution of mechanical, plumbing and electrical systems
  - 5.7 Number and location of access doors
  - 5.8 Current and projected enrolment, staffing and educational programs
6. The Director of Facilities will advise the Associate Superintendent, Business and Finance of surplus space.

7. The Superintendent or designate will collaborate with municipal authorities to ensure that adequate and appropriate land is made available for school purposes.
  - 7.1 The Division will have a School Reserve Planning & Allocation Agreement with each municipality that defines the planning and allocation of school and municipal reserve land.
  - 7.2 The Alberta Education Site Readiness Checklist will be used to evaluate and ensure the suitability of potential school reserve sites.
8. The Superintendent or designate will consult with the local municipality during the planning process for any modernization or new construction.
9. Following approval from Alberta Education for the construction of a new school, or the modernization of an existing school, the following team members will provide input to the architect:
  - 9.1 Facilities Department Staff
  - 9.2 Superintendent
  - 9.3 Associate Superintendent, Business and Finance
  - 9.4 Associate Superintendent, Human Resources and Administration
  - 9.5 Associate Superintendent, Learning Services
  - 9.6 Principal or designate

Reference: Section 33,51,52,53,55,143,180,188,190,194,195,197,222 Education Act  
Funding Manual for School Authorities  
Policy and Requirements for School Board Planning and Reporting  
School Authorities Planning and Reporting Reference Guide  
Site Readiness Checklist