

VOLUNTEER FACILITY PROJECTS

Background:

The Division recognizes the contributions employees and community volunteers make to upgrade and maintain school facilities through financial assistance, donations of materials, equipment and supplies, and donation of labour. The Division also recognizes the need to ensure such contributions are made in a safe and appropriate manner.

Procedures:

1. Insurance, compliance with codes, standards, fire regulations, occupational health and safety requirements and other legal requirements govern the work undertaken to upgrade or maintain school facilities, which shall be performed by qualified contracted service providers.
2. Employees, students or volunteers wishing to undertake volunteer facility projects shall work with the Principal to develop a project work proposal, including a safety plan. The Principal shall submit the proposal and safety plan for review by Human Resources, Occupational Health and Safety; and Facility Services, Projects.
3. The Principal and Director of Facility Services shall work collaboratively to consider volunteer facility projects.
4. The use of volunteers, employees and/or students may be allowed in certain circumstances, subject to the approval of the Director of Facility Services.
 - 4.1. Generally, projects requiring development permits, building permits or structural changes cannot use volunteers, employees and/or students.
 - 4.2. Painting of murals shall be considered on an individual basis.
 - 4.3. Projects that have a maintenance legacy may not be approved.
5. The Director of Facility Services shall review project proposals and may approve, conditionally approve or not approve the request.
6. The Director of Facility Services may request additional information such as drawings, specifications and/or product information prior to approval. This additional information shall be at the expense of the school or volunteers.
7. The Director of Facility Services shall provide written approval to the Principal, at which time the project may begin.

Reference:

Section 52, 53, 68, 197, 222 *Education Act*
Occupational Health and Safety Act