

Title	APPROVAL OF BUILDING AND SITE ALTERATIONS BY NON-FACILITIES STAFF	Procedure No.	9016
Department	ORGANIZATIONAL SUPPORT SERVICES (FACILITY SERVICES)		
Reference(s)		Effective Date	2000 Apr. 01

1.0 Purpose

To provide guidelines with respect to the use of non-facilities staff for building and site alterations.

Alterations to buildings or sites by non-facilities staff must first follow the Acceptance of Gifts and Equipment Policy and then be approved in writing by the Executive Officer, Facility Services and Capital Planning and/or the Manager of Facility Services before work on the project commences.

2.0 Procedures for Alterations

2.1 Any alterations or modifications to the following Building Systems must be completed under the direction of Facility Services:

- a) Structural
- b) Building Envelope (windows, doors, masonry, roofs, etc.)
- c) Electrical
- d) Mechanical
- e) Drainage and Septic
- f) Fire Separations

The above listed systems would require the following before any alterations commence:

- a) Any applicable permits.
- b) Any applicable Engineer or Architectural approved drawings and specifications.
- c) Approval from Facility Services for all installations and materials to be used.
- d) Applicable trade certificate if required (i.e. electrician, carpenter, etc.)

2.2 Any approved alterations or modifications to the following Site or Building Components must be made in consultation with Facility Services:

- a) interior/exterior painting;
- b) flooring and carpeting;
- c) grounds and landscaping;
- d) fencing;
- e) playground structures and built-in Physical Education equipment;
- f) drapes/blinds;
- g) exterior/Interior signs and display boards;
- h) storage cupboards, etc.

3.0 Any alterations or modifications to sites or buildings by non-facilities staff must follow the Board's Building Site Alterations by non-facilities staff - General Conditions (attached).

4.0 All building systems and components modified by non-facilities staff must be inspected and approved by Facility Services to ensure compliance with approved specifications and quality workmanship.

BUILDING AND SITE ALTERATIONS BY NON-FACILITIES STAFF GENERAL CONDITIONS

1.0 Definitions

Term Interpretations:

"BOARD" shall be the Thames Valley District School Board or its authorized representative;

"SPONSOR(S)" shall be the sponsoring group performing the building or site alterations;

"SUBCONTRACTOR" includes companies having a contract for the execution of a part of the work:

"WORK" includes all labour, materials, equipment, tools and services required to complete the alterations;

"SITE" shall be the place, building, or location of the work to be completed.

2.0 Materials

Unless otherwise specified or stipulated, the Sponsor(s) shall provide and pay for all materials, labour, tools, and equipment necessary for the execution of the work; all materials shall be new; workmanship and materials shall be the quality specified.

Building and Site Alterations by Non-Facilities Staff General Conditions, cont'd

3.0 Inspection of Work

The Board may carry out inspections as deemed necessary. The Sponsor(s) shall provide access to the work in preparation or progress, and shall provide reasonable assistance for any inspections.

4.0 Unsatisfactory Work

Work done by the Sponsor(s) which is contrary to the Board Procedure "Building and Site Alterations by Non-Facilities Staff" shall be corrected immediately and the Sponsor(s) expense as directed by the Board.

5.0 Protection of Work and Property

The Sponsor(s) shall: provide adequate protection for the Sponsor(s) work and the Board's property from injury arising in connection with this work; make good at the Sponsor(s) own expense any damage to the work and the Board's property resulting from this work; adequately protect adjacent property as required by law.

6.0 Changes in the Work

Any changes to an approved modification must BE AUTHORIZED BY OFFICIALS OF FACILITY SERVICES.

7.0 Permits, Notices, Laws, Rules, and Patent Fees

The Sponsor(s) shall apply and pay for all necessary permits, notices, and patent fees as required for the execution of the work.

8.0 Use of Premises

The Sponsor(s) shall confine their apparatus, storage of materials and operations to the areas assigned to the Sponsor(s). The Sponsor(s) shall co-operate with the school principal, and not interfere with the daily operation of the school.

9.0 Subcontractors

The sponsor(s): agree(s) that the list of subcontractors submitted with the proposal shall be used for that portion of the work noted; agree(s) to bind every subcontractor by the terms of the procedure; agree(s) that the subcontractor has not contractual agreement with the Board; shall not employ any subcontractors to whom the Board may reasonably object. All subcontractors must provide proof of insurance coverage acceptable to the Board.

Building and Site Alterations by Non-Facilities Staff General Conditions, cont'd

10.0 Correction after Completion

The Sponsor(s) shall remedy any defects due to faulty work appearing within a period of three months from date of final acceptance and shall correct damage to other work or existing property resulting therefrom. The Board shall promptly give notice to the sponsor(s) of observed defects.

11.0 Clean-Up

The Sponsor(s) shall at all times keep the premises free from accumulation of waste materials, rubbish, all tools, equipment, and surplus materials from and about the work, leaving the work area "BROOM CLEAN", unless otherwise specified.