



B.B.03 Capital Maintenance Planning & Budget Preparation – PROCEDURES

SCOPE

This procedure is in support of the Capital Maintenance Budgeting Policy and is intended to guide the Facilities Administration staff in preparing the annual capital maintenance plan. The plan amount is determined annually by the Ministry of Education's School Renewal (SR) and Pupil Accommodation allocations (School Condition Improvement (SCI)) grants. In addition, it is also intended to assist in capital allocation decisions of a facility maintenance nature.

RESPONSIBILITIES

Associate Director of Corporate Services, Senior Manager of Plant

The Senior Manager, Facilities Management Services is responsible for producing and recommending to the Associate Director of Corporate Services the annual capital maintenance plan providing the supporting justification framework and analysis. The Manager of Maintenance Service & Renewal is responsible for accumulating the inputs (i.e., potential projects) that are to be deliberated and decided upon per the procedural framework. Various inputs will come from the Custodial Area Managers, the Administrator of Plant Operations & Custodial Services, the Board Energy Officer and the school principals responsible for the sites.

PROCEDURE

1. Collect Inputs (potential projects) from the following sources:
 - 1.1 Known problems with building systems and properties;
 - 1.2 Consultant's recommendations;
 - 1.3 Principal requests – Form is sent in May to each principal of those schools older than 5 years inviting recommendations of capital projects to pursue at the facility;
 - 1.4 Review of the site requirements from the VFA assessments that are categorized as "high" or "urgent". Those which are confirmed as such by the facilities maintenance departmental staff and/or the site custodial staff are to be included;
 - 1.5 Area Managers' input
 - 1.6 Vulnerability assessments from the maintenance department;
 - 1.7 Pattern analysis from the eBase Asset Manager module;
 - 1.8 Identified Accessibility requirements; and,
 - 1.9 Energy demand management and conservation initiatives.
2. Compile the list of potential projects and score each project.
3. Determine the cut-off point based on the available funding and the minimum capital spending ratios for school renewal funds as determined by the Ministry of Education. Those projects outside of the funding availability window, as well as the low score/higher cost dollar projects that are within the funding availability window (marginal projects) are to be further analyzed; visit sites to verify as necessary.

4. The completed budget list will form the plan for capital spending for the year. As budget numbers are replaced with quotations/actual spend, the budget total amount will change. This may cause some projects to either be delayed/deferred or re-inserted depending on budget availability.
5. Verify and ensure that the school condition improvement budget items provide a minimum of 70% allocation to major building components/Unifomat II code categories A, B or D. Adjust selections as necessary (as per Ministry of Education requirement).
6. Except for emergencies, new requirements encountered throughout the year will be evaluated consistent with the initial projects. Based on their merits as determined by the scoring, new projects will either replace others or will be put off with the other deferred projects.
7. The established budget is to be reviewed in light of prior years' capital spending and Facility Condition Index (FCI) score for each site. Care is to be taken to ensure renewal funding by site is equitable yet guided by the FCI.
8. Sites that have been selected for demolition and replacement as a Capital Priority submission, and/or sites with FCI greater than 60% are subject to a comprehensive review for all material capital investments. This review is to be conducted together by the Senior Manager of Facility Management Services and the Associate Director of Corporate Services.
9. The completed budget plan is to be recommended for approval by the Committee of the Whole.