



## **Policy Manual – Building/Plant/Grounds**

### **B.M.01 Vandalism - PROCEDURES**

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1. Reports of all malicious damage and forced entry of buildings and properties shall be reported to the Administrator Plant Operations & Custodial Services, and the Principal of the school.
2. Following occurrence of vandalism or break-in in any school, the Manager, Custodial Services or designate shall attend at the school and assess damage, losses, etc.
3. A written “Break-in and Damage” report shall be prepared. Copies of the report shall be distributed as follows:
  - a) Principal;
  - b) Purchasing Department (insurance claim-replacement);
  - c) Senior Manager Facility Management Services;
  - d) Superintendent;
  - e) File copy; and,
  - f) Community Use of Schools Outreach Supervisor
  - g) Associate Director of Corporate Services
4. All vandalism incidents in excess of \$2,500 shall be reported bi-annually to the Board of Trustees during a meeting of the Committee of the Whole.