

SECTION 800 – Facilities and Transportation

**ADMINISTRATIVE PROCEDURE: NON-STANDARD ITEMS IN MHPSD
BUILDINGS**

<i>PROCEDURE CODE:</i>	<i>800 AP 007</i>
Policy Reference: 800 – Facilities	Exhibits: 800 E 004 Non-Standard Items 800 E 005 Request to Place Non-Standard Items

OVERVIEW

The division supports the presence of items that are considered non-standard and intended to develop an optimal student learning and staff work environment and for use in enhancing the learning environment.

A range of health and safety factors influence the jurisdiction's support or rejection of these items in MHPSD buildings or on MHPSD grounds including prescribed Building, Fire Code, and Occupational Health and Safety Standards.

This excludes items covered under Minor Building Renovations and the Infrastructure Maintenance and Renewal Program which must follow Administrative Procedure 800 AP 001 and 800 AP 003 respectively.

PROCEDURE

1. Principals will ensure that staff intending to purchase or bring non-standard items in the school building or on school grounds, are informed of the necessary steps for approval.
Prior to purchase and placement of non-standard items in the school, Principals will review 800 E 004 Common Non-Standard Items and approve completed Form 800 E 005 Request to Place Non-Standard Items.
2. Principal approval will consider the purchase, inventorying, monitoring and maintenance of the item prior to an item being authorized. Decisions will be based in consideration of:
 - a. Demonstrating sound pedagogical requirements with clear curricular, pedagogical, and research-based need rather than want.

- b. Safety and fire hazards, or the potential to create hazards.
 - c. Health issues related to potential for dust, allergens, lice, cleanliness, and ease of cleanliness.
 - d. Storage capacity for non-essential (including non-standard items) items.
 - e. School purchased assets must be inventoried, monitored, and maintained in the context of the availability of funds and supervision time required by staff.
 - f. Increased energy costs incurred by the jurisdiction related to the presence of non- standard items.
3. Fridges and mini fridges are permitted only in science prep, Foods, Life Skills, and staff rooms.
 4. Microwaves are permitted only in Foods, Life Skills, cafeteria, lunch, and staff rooms.
 5. Principal approval will be made after review by the Head Custodian and local Health and Safety Representative.
 6. The continued presence of non-standard items must be reviewed by the Principal each June.
 7. Staff purchasing or bringing in non-standard items are responsible for their safe use, maintenance, cleaning, moving as required for building maintenance, relocating due to school/classroom movement, and disposal. If directed to do so, items must be removed from the school in a timely manner.
 8. Any non-standard item or excessive accumulation of non-standard items, in any area of a school or facility, may be deemed unacceptable by the Principal, Head Custodian, the Director of Facilities, or the Occupational Health & Safety Officer, under the criteria outlined in the purpose of this procedure, and may require removal.
 9. Disposal of non-standard items will be at the cost of the staff member or, in absence of the staff member, by the school.

Approved: May 15, 2023

ADMINISTRATIVE PROCEDURES – EXIBITS

[800 E 004 Common Non-Standard Items](#)

[800 E 005 Request to Place Non-Standard Items](#)

