

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 800 – Facilities and Transportation

ADMINISTRATIVE PROCEDURE: MINOR BUILDING RENOVATIONS

PROCEDURE CODE:	800 AP 001
Policy Reference: 800 – Facilities and Transportation	Exhibits: 800 E 001 – Application to Rent Facilities Form 800 E 002 – Joint Use Agreement

PROCEDURE

1. A Minor Building Renovation (MBR) Fund will be established for each school in order that school-based decisions can be made on minor building renovations.
2. Minor building renovations can be defined as, for example, whiteboards, tackboards, cupboards, electrical receptacles, painting for purposes other than regular maintenance, window treatments other than those required for lockdown purposes, and installation and removal of partitions of a minor nature. This list is not meant to be exhaustive, other requests will be reviewed on a case-by-case basis.
3. The Secretary-Treasurer prepares an annual decentralized budget based on the September 30th enrolment.
4. Annually, each school receives \$3.00 per pupil or \$300.00, whichever is greater.
5. The funds are to be decentralized and under the control of the principal of the school.
6. Minor building renovation requests are entered into the Facilities service request system (Asset Planner), approved by the principal and forwarded to the Director of Facilities.
7. Facilities will review the request and if approved, provide a ballpark estimate to the principal for their consideration.
8. The principal is to ensure they have sufficient funds available and provide a financial commitment to Facilities before the work begins.
9. The Director of Facilities assigns the work to either [a] the maintenance department employees, or [b] an outside contractor. In either case, a final quote will be provided for the principal to review and approve the expenditure prior to the work commencing.

10. The Finance department provides budget status to principals regarding MBR expenditures on their Atrieve dashboards.
11. If under-expenditures occur in these accounts, they are carried forward each year to allow principals to plan for minor building renovations that may cost more than their minor building renovation budget's allocation.
12. Minor building renovation requests where work is to be completed during summer months, must be received no later than April 30 of that same year.
13. The cost of all jobs completed by the maintenance department will include labour and materials.
14. The decentralized minor building renovation budgets can only be used for minor building renovations.

Approved: June 13, 2006

Revised: May 15, 2023

