

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATING 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 – EXHIBIT: REQUEST TO PLACE NON-
STANDARD ITEMS**

<i>EXHIBIT CODE:</i>	<i>800 E 005</i>
Policy Reference: 800 – Facilities	

EXHIBIT

See below for form.

REQUEST TO PLACE NON-STANDARD ITEMS

This form must be completed prior to placing any non-standard furniture or equipment in any MHPSD educational spaces. A non-standard item includes furniture, equipment, plants, and animals as well as any item not purchased through MHPSD.

Note: The person completing this request is responsible for the safe use, maintenance, cleaning and disposing of the item. If directed to do so, it must be removed from the school in a timely manner.

The placement of all non-standard items must be reviewed each June.

Applicant's Name: _____ School: _____

Item: _____

Educational/medical reason for placement: _____

Approximate size/weight of item: _____

Location in which you are requesting it be placed: _____

List ongoing upkeep that will be needed and how these needs will be met:

Could the item affect:	Emergency exits?	Yes	No
	Spread of fire?	Yes	No
	Psychological or physical health of students?	Yes	No
	Energy consumption?	Yes	No

Is the item constructed of durable material that can be cleaned and sanitized?	Yes	No
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Have provisions been made to clean or sanitize the item on a regular basis?	Yes	No
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Outline those provisions:

Applicant Signature: _____ Date: _____

School Health and Safety Representative:	<i>Signature:</i>
Comments (mandatory):	
Head Custodian:	<i>Signature:</i>
Comments (mandatory):	
Principal (final approval):	<i>Signature:</i>
Comments (mandatory):	

