

SECTION 800 – Facilities and Transportation

**ADMINISTRATIVE PROCEDURE – EXHIBIT: COMMON NON-STANDARD
ITEMS**

EXHIBIT CODE:	800 E 004
Policy Reference: 800 – Facilities	

Item	Condition for Placement	Potential Concerns
Teacher desks	There should be only one teacher desk per adult in a classroom.	Classroom space.
Animals	Refer to Policy 630 – Service and Education Assistance Animals in Schools.	Allergies/health issues, safety of students, health and safety of the animal, care, and cleaning, requires care during school breaks, fear of animals.
Aquariums	If required for educational purposes.	Require regular maintenance and cleaning, power consumption, require care during school breaks.
Area rugs	Approved based on Custodian department assessment of the rug	Should be designed for classrooms or learning centres. Must be good quality, in good condition, and cleanable with non-slip backing and properly finished edges.
Cabinets and shelving	Less than a standard amount of storage units already in place. Free standing units approved based on Facilities	Free standing units must be easily moveable for floor maintenance. Must maintain 18" from fire sprinklers, safety

	department assessment. Permanent units not permitted.	concerns related to safe lifting, unstable shelving, improper stacking of items.
Candles/Open Flames	Only permitted as part of a science lab/experiment	Fire hazard, fire code violation.
Cardboard/paper/newspaper	Limited amount specific to a current student project or event in the classroom. 'Just in case we need it' cardboard in storage rooms.	Fire hazard, clutter and tripping hazards, improper use of space.
Ceiling mobiles	Not permitted.	Fire hazard, fire code violation, ceiling damage, after hours motion activates security system.
Chairs, couches	Collaborative learning, reading areas, independent learning spaces. Not permitted in foyers or where they obstruct exit paths.	Must be in good condition, easily moveable, and easily cleanable.
Christmas trees	Real trees are not permitted.	Artificial trees must be in good condition and stored properly when not in use.
Curtains, drapes, fabric, or plastic wall hangings	Must be less than 20% wall coverage or flame resistant to CAN/ULC S-109.	Fire hazard, fire code violation.
Extension Cords	Temporary use only (less than 1 day).	Fire hazard, cords must not be damaged or frayed, tripping hazard.
Exercise equipment	Only permitted in just right rooms, fitness, and physical education areas.	Maintenance of equipment, condition of equipment, safe use of equipment, physical space needed for safe use.
Fridges and mini fridges	Only permitted in Science prep, Foods, Life Skills, and staff rooms.	Power consumption.
Humidifiers, de-humidifiers, air cleaners, portable air conditioners	Not permitted.	Power consumption, maintenance, and cleaning, ineffective in large spaces.



Lamps, string lights, indirect lighting	Must be rated for indoor use, low voltage, and CSA approved in good condition with LED bulbs installed. Ensure light levels are adequate to the task and do not create conditions that could cause eye strain.	Electrical hazards, fire code violations, low light levels can cause eye strain.
Light filters	Must be flame resistant to CAN/ULC S-109.	Fire hazard, fire code violation.
Microwaves	Only permitted in Foods, Life Skills, cafeteria, lunch, and staff rooms.	Power consumption, require regular cleaning, improper use, odours.
Personal electrical appliances (kettles, coffee makers, toasters, hot plates, etc.)	Not permitted in classrooms.	Power consumption, fire/electrical hazards, noise, odours, clutter/trip hazards, equipment not CSA approved.
Plants	Consider the student and staff environment.	Allergies, odours, mould growth, pests, poisonous plants, require care during school breaks.
Scented and scent-generating products	Not permitted.	Allergies, asthma, other health effects.
Space heaters	Buildings are kept at average comfortable temperatures. If there are exceptional heating system issues, staff may request a ceramic panel space heater.	Power consumption, burn hazard to students, fire/electrical hazard, equipment not CSA approved, equipment not anti-tip/auto-shut off.
Window treatments	Not permitted. Installation, replacement, and repair through Facilities department only.	Unapproved materials, fire hazard, fire code violation damage to building.

Approved: May 15, 2023

