

Date of Issue September 2019

Original Date of Issue April 2009

Subject **TOOLKIT FOR CLOSING A SCHOOL BUILDING**

References [School Closures Toolkit – Action Items by Department](#)
[Policy 2230 – General Purchasing](#)
[Policy 2350 – Disposition of Surplus Real Property](#)

Contact Business Services, Facility Services, School Services

1. Purpose

- 1.1 This Administrative Procedures Memorandum (APM) provides guidance to employees of the Simcoe County District School Board (SCDSB) on the sequence of monthly activities when closing a school building after the Board of Trustees has approved the closure of the building for instructional purposes.

2. General

- 2.1 The area of responsibility and supporting information for closing a school building are provided as a toolkit. The toolkit is accessible on the SCDSB staff website under Business Services, Resources.
- 2.2 The school system is expected to use the toolkit to plan and execute their activities in closing a school building and to document compliance to their process.

3. The Toolkit

- 3.1 The toolkit includes instructions on its use, the checklist of activities by area of responsibility and supporting documents.
- 3.1.1 After the school closure is complete, a copy of the school closure toolkit is to be retained by the superintendent of education in accordance with the board's retention schedule.

First Issued April 2009
Revised January 2012, September 2015, September 2019