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<b>Date of Issue</b>	March 2022
<b>Original Date of Issue</b>	June 23, 1988
<b>Subject</b>	<b>PROPERTY AND EQUIPMENT - MAINTENANCE AND REPLACEMENT (ALLOCATION OF COSTS)</b>
<b>References</b>	<a href="#">APM A5200 – Repairs and Alterations to Facilities and Sites</a> <a href="#">APM A5220 – Playground Equipment</a> <a href="#">APM A5510 – Damage or Loss to Board and/or Non-board Property</a> <a href="#">APM A6400 – Instructional Technology</a> <a href="#">Policy 2230 – General Purchasing</a>
<b>Contact</b>	Facility Services

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## 1. Purpose

- 1.1 Property and equipment, both initial allocations and items acquired over time, require regular maintenance and upkeep, and at times replacement. The cost of repair, maintenance, disposal, and replacement of physical property, plant, and equipment is the responsibility of the following budgets:
  - 1.1.1 Centralized department budgets (e.g. Facility Services, Health and Safety, Information Technology Services [ITS], Purchasing) are responsible for the cost of facility related systems, components, and equipment in their areas of responsibility, as noted in APPENDIX A.
  - 1.1.2 School basic budget is used to support elements of classroom education that are required by, and generally common to, all students. School generated funds are complementary and used to enhance the development of educational programs, and to support school initiatives and activities. School funds, encompassing school basic budget and school generated funds, are responsible for program related systems, components and equipment as noted in APPENDIX A.
  - 1.1.3 The items listed in APPENDIX A are for general referencing purposes and depending on the circumstance, and with discussion between the administrator and central staff, some costs may have an alternative or joint funding source.
- 1.2 Prior to altering any existing building components or sites, schools must obtain approvals following APM A5200 – Repairs and Alterations to Facilities and Sites.
- 1.3 From time to time, special projects and initiatives (e.g. ministry funded initiatives, new school openings, school closures) will cover the cost (or partial cost) of various items that may or may not be listed in APPENDIX A.

**First Issued:** June 23, 1988

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	School Funds	Facility Services	ITS	Health and Safety	Purchasing
Alternative energy technologies		X			
Appliances - designated for school/program use and staffrooms	X				
Appliances - designated for custodial use		X			
Architectural door hardware		X			
Area carpets	X				
Asphalt pavement (e.g. parking lots, driveways, play areas, line painting)		X			
Audio visual equipment	X				
Auditorium fixed seating		X			
Bicycle/scooter racks	X				
Bleachers - interior/exterior - fixed/movable	X				
Blinds/window coverings	X				
Bottle filling stations		X			
Boards - chalk/tack/white - fixed, original installation		X			
Boards - chalk/tack/white - portable or fixed additional units	X				
Cafeteria equipment in secondary schools with external contract					X
Carts, storage racks, shelving	X				
Change tables and lifting devices, including regulatory inspections	X				
Clocks - wall mounted - battery operated		X			
Computers and computer peripherals - above provisioning in APM A6400 – Instructional Technology	X				
Computers and computer peripherals - per APM A6400 – Instructional Technology			X		
Computers - office/administrative			X		
Curbs and Sidewalks		X			
Doors - exterior and interior		X			
Electrical power, distribution, and lighting systems		X			
Electronic keyless entry card access systems		X			
Elevators and wheelchair lifts		X			

	School Funds	Facility Services	ITS	Health and Safety	Purchasing
Eye wash stations				X	
Fencing		X			
Fire extinguishers		X			
First aid kits	X				
Fitness equipment	X				
Flag poles		X			
Flags	X				
Flammable and corrosive storage cabinets that are free standing				X	
Flooring		X			
Game goals and posts	X				
Garbage, recycling, organics dumpsters and enclosures		X			
Gym curtains/folding walls		X			
Gym equipment - annual inspection		X			
Gym equipment - repairs arising from annual inspection	X				
Gym - all non-fixed equipment	X				
Gym - floor sockets		X			
Gym - game lines		X			
Gym - mats, crash pads, wall padding	X				
Heating, ventilation, air conditioning (HVAC)		X			
Hospitality program equipment and appliances		X			

	School Funds	Facility Services	ITS	Health and Safety	Purchasing
Hospitality program equipment and appliances, where school is operating cafeteria	X				
Keying - original installation		X			
Keying - additional keys/re-keying beyond initial allocation	X				
Landscaping - standard school setup		X			
Landscaping - gardens, outdoor learning areas, school-planted trees	X				
Lockers		X			
Millwork - fixed		X			
Network data cabling - adds/moves/changes	X				
Network wiring closet - components - hardware and service			X		
Outdoor classrooms, sun shelters	X				
Painting		X			
Painting - highlight (e.g. murals, logos, etc.)	X				
Parking lots - gravel		X			
Phone - cell/smart - hardware - other	X				
Phone - cell/smart - hardware - principal/vice-principal			X		
Picnic tables and benches	X				
Playground equipment installation, inspection, maintenance, and disposal	X				
Playing fields		X			
Playing fields - line painting	X				

	School Funds	Facility Services	ITS	Health and Safety	Purchasing
Plumbing, water supply and distribution, water and sewage treatment systems		X			
Portables		X			
Printers - per APM A6400 – Instructional Technology			X		
Printers - above provisioning in APM A6400 – Instructional Technology	X				
Projector bulbs			X		
Public address systems - maintenance of existing systems			X		
Public address systems - additional speakers/horns/alerts	X				
Public address systems - programming changes, updates including clocks	X				
Roofing		X			
Running tracks - secondary school		X			
Score boards/clocks - interior/exterior - electronic	X				
Security alarm systems		X			
Servers and server room equipment			X		
Sheds, concrete bunkers - custodial equipment		X			
Sheds, concrete bunkers, sea/shipping containers - school/program equipment	X				
Signs - school name - exterior free standing/boulevard	X				
Signs - school name - wall mounted		X			
Signage - interior/exterior - other	X				
Signage - interior/exterior - regulatory requirements		X			
Stage - drapes, lighting, drop downs, and other accessories	X				

	School Funds	Facility Services	ITS	Health and Safety	Purchasing
Stages	X				
Technical shop - preventative maintenance		X			
Technical shop - replacement of major machinery/equipment		X			
Technical shop - small equipment and tools	X				
Telephone - hardware			X		
Telephone equipment and wiring - adds/moves/changes including programming changes and updates	X				
Tree trimming/removal		X			
Tree trimming/removal - school planted	X				
Vandalism - costs incurred during regular school operating hours	X				
Vandalism - costs incurred outside regular school operating hours		X			
Video/intercom security systems - safe welcome - aiphone - one per school		X			
Video/intercom security systems - safe welcome - aiphone - additional allocations	X				
Video surveillance systems - CCTV		X			
Walls - interior and exterior		X			
Washroom partitions		X			
Waste containers - indoor		X			
Waste containers - outdoor	X				
Windows		X			