
Date of Issue	February 2023
Original Date of Issue	September 2007
Subject	DAMAGE OR LOSS TO BOARD AND/OR NON-BOARD PROPERTY
References	Policy 2230 – General Purchasing Policy 3140 – Health and Safety
Contact	Facility Services, Business Services

1. Purpose

This Administrative Procedures Memorandum (APM) provides guidance for the reporting of damage or loss to board and/or non-board property that takes place on board property or at board sponsored events. These procedures are to assist the board and insurer in their investigation, not to initiate payment of damages. FORM A5510 - 1 is used to convey critical information, to assist in claim analysis, and to determine if further action is required.

2. Notify School/Education Centre

The school principal or person in charge must be notified as soon as possible when damage or loss occurs to board and/or non-board property that takes place on board property or at board sponsored events.

3. School Principal or Person in Charge to Notify

The school principal or person in charge shall notify:

- 3.1 their local police department to report the incident if warranted;
- 3.2 the board and/or owner of lost or damaged property; and,
- 3.3 Corporate Risk by telephone/email and submit FORM A5510 - 1 to corporateservices@scdsb.on.ca.

4. Retaining Evidence

For damage or loss that requires further investigation due to the seriousness or circumstances that could result in a claim or implicate the board, evidence is to be retained. The board's insurer and corporate risk officer will advise on the specific evidence to be retained, but in general photographs are required.

- 4.1 Photographs of incident locations, damage incurred, and specific area where damaged property is discovered are required. The photo is to include the date, time, location, and name of the photographer, and is to be submitted to Corporate Risk at corporateservices@scdsb.on.ca.

5. Completing, Retaining, and Providing Copies of FORM A5510 - 1

- 5.1 Since FORM A5510 - 1 could be used as evidence in legal proceedings, the report should be completed by the principal or person in charge, and contain only factual information.
- 5.2 Where the owner of damaged or lost property requests a completed copy of FORM A5510 - 1, contact Corporate Risk at corporateservices@scdsb.on.ca for confirmation before releasing any information. In all instances, details identifying witnesses are to be removed from the copy to be released.
- 5.3 Students are not authorised to complete or sign FORM A5510 - 1. They may; however, be named as witnesses.

6. Investigations

- 6.1 The school principal or person in charge shall instruct staff not to provide information to anyone other than the police, appropriate board staff and the board's insurer.
- 6.2 Staff may receive verbal or written communication about the incident from a claimant, a claimant's legal guardian, legal counsel, or insurance company. Staff shall not discuss any details of the incident, and shall advise the school principal or person in charge and the corporate risk officer of the communication immediately.

7. Vandalism

- 7.1 Vandalism is the intentional or malicious destruction or defacement of public or private property.
- 7.2 The cost of vandalism is shared between Facility Services and school basic budget. School basic budget is responsible for costs arising from vandalism during normal instructional hours. Facility Services is responsible for vandalism at all other times. Restitution recoveries will be credited to the responsible department.
- 7.3 All work orders involving vandalism are emailed to the school principal.
- 7.4 Should the principal disagree with a work order they receive being charged to their school basic budget, an email should be sent to Corporate Risk at corporateservices@scdsb.on.ca with the work order number, details, and their rationale for dispute. A decision will be made about each situation individually, in consultation with the Controller where required.

8. Restitution

- 8.1 Where the individual(s) causing the damage, have been positively identified by the school/facility or by police, it is board practice to seek restitution for the monetary value of the damages caused. The process is outlined in the flowchart (APPENDIX B). The Vandalism Restitution Grid (APPENDIX A) is to be used to calculate the amount if you are seeking restitution from a student/parent/guardian.

- 8.2 The collection of monies can be initiated either by the corporate risk officer, in conjunction with Accounting, or collected through the school and forwarded to Accounting. Please forward FORM A5510 - 1 for either collection method.
- 8.3 The school principal or person in charge can recommend alternatives, at their discretion, to monetary restitution in so much as the circumstances warrant. This plan must be attached to FORM A5510 - 1.
- 8.4 Where police have not been involved, the corporate risk officer will prepare, based on amount from work orders apportioned to the responsible parties, an invoice and standardized letter. Alternately, the school can calculate the cost using the Vandalism Restitution Grid (APPENDIX A) and collect restitution, forwarding funds collected to Accounting. Standard board collection processes will apply to overdue payments. In all cases, the final decision to cease or continue pursuing restitution will remain with the school principal.
- 8.5 Where the police have been involved, the school principal and corporate risk officer will communicate to the police that restitution shall be sought. The court system usually determines the terms of restitution. The court plan must be submitted to Corporate Risk at corporateservices@scdsb.on.ca. If the plan is monetary restitution, it will be processed by Corporate Risk using original invoices to calculate the value submitted to police. If other than monetary, the corporate risk officer will discuss with the principal as required.

First Issued
Revised

September 2007
October 2009, May 2013, October 2017, February 2023

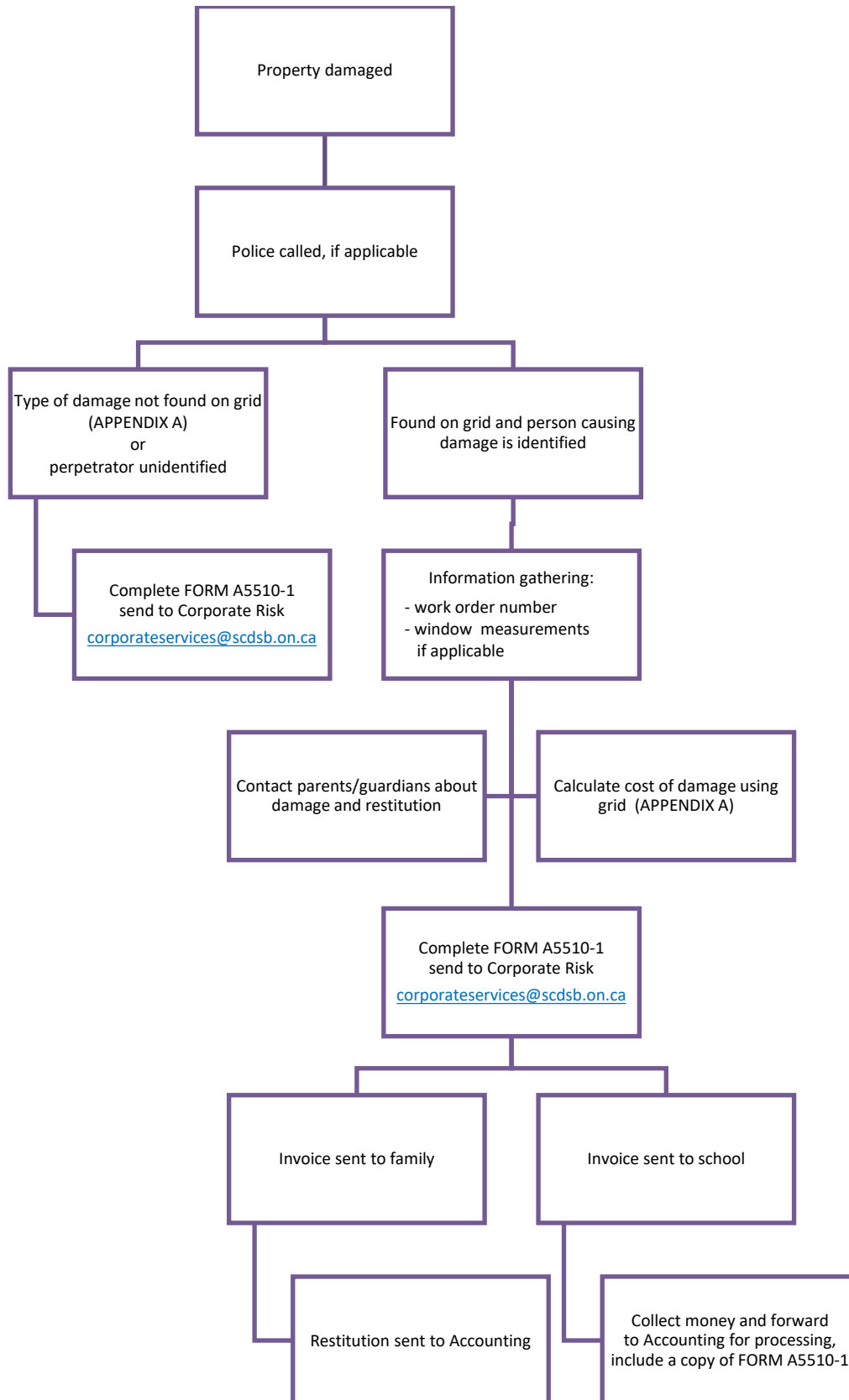
Issued under the authority of the Director of Education

Vandalism - Restitution Grid

Damaged Item	Type	Cost of Replacement Glass	Cost of Parts	Custodial Labour	Maintenance Labour	Admin Fee	Total Charge	
Lockers	Door replacement		\$200 ea.	Regular Time = Number of Hours X \$33 \$33/Hr Contact your Custodian for hours if Applicable	Overtime = Number of Hours X \$44 Overtime = Number of Hours X \$44 Contact Maintenance Dispatch for hours if Applicable	\$30	Total Charge = Cost of Parts + Cost of Labour + Admin Fee + GST	
	Full locker replacement		\$600 ea.			\$30		
Graffiti	Small (size/surface)		\$200			\$30		
	Medium		\$400			\$30		
	Large		\$800			\$30		
	Portable(s)		\$400			\$30		
	Washroom Stall		\$400			\$30		
	Full Washroom		\$1,800			\$30		
	Glazing	GPW (Wire Mesh) Use at limited locations due to safety concerns	\$ 35/sq ft			\$14/sq ft		\$30
		Thermo (Double Sealed Pane)	\$75/sq ft + \$50			\$14/sq ft		\$30
Tempered		\$95/sq ft +50	\$14/sq ft			\$30		
Laminated		\$50/sq ft	\$14/sq ft			\$30		
Ceramic Fire Rated Safety		\$135 sq ft +50	\$14/sq ft			\$30		
Wall Damage	Small		\$300			\$30		
	Large		\$500			\$30		
Locksets	Knob - 63K		\$300			\$30		
	Heavy Duty Lever Handle		\$450			\$30		
	Crashbar/Panic Hardware		\$950			\$30		
Doors	Wood		\$600			\$30		
	Metal		\$800			\$30		
Door Closures	Closures		\$600			\$30		
Ceiling Tile			\$10/tile			\$30		
Ceiling Tile	With heat/smoke detector or emergency light		\$200	\$30				

Damaged Item	Type	Cost of Replacement Glass	Cost of Parts	Custodial Labour	Maintenance Labour	Admin Fee	Total Charge
Washroom Partition	Door		\$500			\$30	
	Panel		\$500			\$30	
Toilet - Plugged			\$250			\$30	
Toilet Replacement			\$750			\$30	
Tank lids			\$250			\$30	
Bradley Sink Sensors			\$400 min			\$30	
Bradley Sink Replacement			\$10,000			\$30	
Toilet Tissue Dispenser	Non locking		\$35			\$30	
	Four Roll		\$49				
Window Blinds			\$400			\$30	
Soap Dispenser			\$33			\$30	
Napkin/Condom Vending Machine			\$274			\$30	

Work Flow for Damage to Board Property



BOARD AND NON-BOARD PROPERTY DAMAGE/LOSS REPORT
When to complete report – to initiate repair, replacement, or restitution

SCHOOL NAME: _____

LOCATION # _____

OCCURRENCE DATE: _____

TIME: _____ AM/PM

DURING INSTRUCTIONAL HOURS

AFTER HOURS

DESCRIPTION OF DAMAGE/LOSS (if more space is required please attach further details on a separate sheet)

WORK ORDER NO(S): _____

For contents/equipment provide: quantity, item, make, model, serial #, approximate replacement value or repair cost- **Board Owned**

Est. Cost of Damages: \$ _____
Non-Board Owned

***PERSON(S) CAUSING DAMAGE/LOSS (if applicable):**

1) _____ Student: YES NO 3) _____ Student: YES NO
2) _____ Student: YES NO 4) _____ Student: YES NO

* If charged under the *Young Criminal Justice Act* (12-17 years of age), do not identify.

IF PERSON(S) UNDER AGE 18:

Legal custodian contacted: YES NO Date: _____

Restitution amount presented to student/parent/guardian: YES - Amount: _____ NO

Witness(es): (Name, Address, Postal Code, Telephone)

1) _____ () _____
2) _____ () _____
3) _____ () _____

POLICE NOTIFICATION (if applicable)

Investigating Officer: _____ Date of Notification: _____
Detachment: _____ Charges: YES NO

RESTITUTION BY i.e., Student, Parent/Guardian, Permit Holder:

	(Name, Address, Postal Code)	Est. Cost	Per Cent
1)	_____	\$ _____	
2)	_____	\$ _____	
	Total	\$ _____	<u>100%</u>

(If more space is required, please attach further details on a separate sheet)

Where the responsible party has been identified above and no charges are pending, the board shall seek restitution.

Bill student/parent/guardian To be collected by school and forwarded to Corporate Risk – Operational Hazards and Insurance

Does the school have plans for alternate restitution plan? Yes Attach Plan No

Principal/Manager's Signature Date

PLEASE FORWARD PROPERTY DAMAGE/LOSS REPORT TO
corporateservices@scdsb.on.ca