



# Anglophone West School District Description Report ASD-W EL5 Asset Protection April 27, 2023

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## **Facilities**

### **Capital Improvement Plan**

The Facilities Department is reviewing the existing Capital Improvement Project list and prioritizing the same in preparation for input from the District Education Council (DEC) before it is finalized in September to be sent to the Department of Education and Early Childhood Development (EECD).

### **Maintenance Management**

Anglophone West School District uses a “Maintenance, Planning, and Control” (MPC) computerized maintenance management system. This system was implemented to manage the day-to-day operations in our facilities.

### **Elevators**

We have access to the provincial contract and we implement elevator maintenance services as per specifications.

We adhere to the latest revision of the National Building Code of Canada, the New Brunswick Occupational Health and Safety Act, and the Department of Labour requirements.

### **Fire Protection**

We have access to the provincial contract and implement maintenance programs for Fire Protection Systems in our schools as per specifications. We adhere to the latest revision of the National Building Code of Canada, applicable National Fire Protection Association Codes, Provincial Building By-Laws, and the New Brunswick Occupational Health and Safety Act. All schools have four preventative maintenance inspections per year. All fire alarm panels are monitored 24 hours per day by an alarm monitoring company.

Fire extinguishers are inspected monthly by district staff and are serviced annually by qualified fire equipment professionals as necessary.

The Fire Marshal's Office conducts annual and bi-annual inspections of the schools and generates a fire prevention report for items requiring attention.

### **Control Systems**

We utilize a provincial contract and implement preventative maintenance programs for school control systems. Systems included but were not limited to humidifiers and controls, domestic water heating, pump controls, heating boilers, humidification boilers, chillers, heat pumps, building automation systems, air dryers, compressors, dehumidifiers, and heat recovery ventilation equipment. Relay, pressure switches, and contacts on all systems are also included.

The district has qualified tradespeople on staff who monitors automated systems and carry out preventative maintenance as required.

### **Play Spaces**

Anglophone West School District has several tradesmen and a Manager trained to inspect children's play spaces and equipment per the latest version of the standard CAN/CSA Z614-14.

### **Security Systems**

Schools and district offices have security systems installed in them with the system monitored by an alarm monitoring company.

Some of our schools also have video surveillance systems for use during the day.

### **Health and Safety**

School Health and Safety Committees carry out monthly building safety inspections and forward their minutes to WorkSafe NB.

Necessary actions are taken with schools submitting work orders.

Availability of first aid kits, eye wash stations, fire extinguishers, etc. is ensured.

The district complies with environmental regulations.

### **Water**

The Facilities Department carryout monthly water sampling and testing programs, as approved by the Department of Health on all schools with wells.

Remedial actions were taken as necessary to protect the health and safety of school occupants.

Backflow systems are tested by qualified tradespeople on an annual basis.

### **Asbestos Management Program**

As stipulated in New Brunswick *Regulation 92-106*, asbestos-containing materials will be inspected by the district annually. Any deteriorated material will be reported to the department so they can schedule its removal for the following summer.

### **Financial**

The district operates following Department of Education *Policy 101* concerning the financial responsibilities of school districts. Policy 101 provides regulations for safeguarding public funds through the performance of internal controls being in place and by following the accounting practices as set out in the policy. An example of internal controls is the separation of duties when receipting, depositing, journalizing, and accounting for cash receipts.

The district demonstrates compliance with *Policy 407 – Community Use of Schools*. A rental contract was signed between the school and the renter.

The district demonstrates compliance with *Policy 127 – Food Services*. As part of the tendering process, a liability clause is added that the service provider must have a minimum of \$5,000,000 in liability insurance. Smaller operations must have between \$1,000,000 and \$5,000,000 depending on their enrolment. Monthly Health Inspections are performed by the Department of Health on all school cafeteria operations and any deficiencies are remedied.

### **Transportation**

Buses are kept in safe, operable condition.

The Department of Transportation and Infrastructure (DTI) school bus repair facilities monitor the condition of school buses in our fleet, optimally every six weeks. Motor Vehicle Inspections are required to be done on school buses every six months. Any necessary repairs needed between these times are done immediately. Every school bus has a provincial log book which drivers are required to complete.

A daily inspection of school buses is required as per regulation and in a format determined by the Department of Education and Early Childhood Development (EECD).

It is the responsibility of the school bus driver to ensure the daily inspection is completed and recorded. Drivers are also expected to maintain the cleanliness of the vehicle by sweeping out daily and washing the exterior of the bus as necessary, at least weekly.

Commercial Vehicle Enforcement Officers, as well as school district transportation staff, conduct random unannounced inspections of school buses in our fleet.

The district also monitors the monthly vehicle reports generated by the Vehicle Management Agency.