

Alterations to Buildings & Property

Purpose

In order to continue our commitment to providing safe, inclusive and respectful learning environments for all staff and students, the following protocol is in place for any school initiated requests for alterations to Hamilton-Wentworth District School Board buildings or properties.

This includes:

- Any enhancement or alteration that impacts the structure of the building or property including, but not limited to electrical work, security systems, fixed signage, property changes including trees, gardens and playgrounds
- Changing the use of space by converting a room from its current purpose/use. This impacts the “on the ground capacity” (OTG) tracked in the Education Capital Information System (ECIS) and must receive approval prior to the change

This does not include:

- Routine requests for maintenance and minor damage repairs to the existing building or property
- Capital requests which are reviewed and budgeted for on an annual basis

Sources of funding may include:

- School Generated Funds (SGF)
- School Budgets
- Program Funding

Considerations / Rationale

The project initiation process ensures that all considerations are taken into account including the following:

- Statutory requirements including Ontario Building Code, Electrical Safety Code, Fire Code, etc.
- Health and safety statutes and regulations including asbestos or other designated substances
- Accessibility
- Materials, equipment and procedural specifications
- Confirmation that certified, qualified personnel are completing the work
- WSIB clearance certificates in place for all construction contractors

- Adherence to Broader Public Sector Guidelines (BPS)
- That the proposed alteration is an enhancement to the facility and does not expose the Board to undue future liability or operational expense.

Process for Requesting Alterations

1. Principal will discuss any requests for alterations with their Facility Operations Supervisor (FOS).
2. Principal and FOS will work together to further define a concept plan.
3. Principal will complete the [Alterations to Buildings and Property Form](#) which will be assigned to the Facility Services Coordinator upon submission of the form.
4. Requests will be reviewed and approved by the Facility Services Leadership Team
5. The Facility Services Leadership Team will assign a project supervisor to assist the Principal in the further development of the project and to oversee the approved work. Note: Depending on the nature of the project, an external project consultant (i.e. architect) may be required before full scope can be determined.

Responsibility

Principal

- Ensure that all property and building alterations are approved through the Alterations to Buildings & Property request process prior to commencement of work
- Act as primary contact with Facility Services and is responsible for defining the needs of the school when considering alterations or enhancements to the building or property
- Consult with the Manager, Planning & Accommodations and Superintendent of Equity and Student Achievement (SESA) prior to commencing any improvement project that impact program and repurposing of space
- Ensure that adequate school funds are available for any school-initiated alterations to the building or property including ongoing maintenance costs

Facility Operations Supervisor (FOS)

- Act as a liaison between the school and appropriate Facility Services staff in the planning and approval process

Facility Services Leadership Team

- Provide final approval regarding standards of design, construction and location of all building or property improvements prior to purchase, donation or construction
- Assign a Facility Services supervisor to assist the Principal in the development of the project
- Respond to all project requests in a timely manner; an acknowledgment of the request will be returned to the initiator of the request within five business days.
- Provide support to schools in the project consultation process

Superintendent of Equity and Student Achievement

- Confirm support of concept and school funding source for all property and building alterations greater than \$10,000

References

[Procurement Policy - 3.8](#)

[Fundraising Policy – 3.7](#)

[HWDSB Outdoor Design Manual](#)