

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	Pages
No. 528 ALTERATIONS TO SCHOOL GROUNDS	04/17/96	07/03/07 10/04/11	1

It is the Policy of the Tri-County Regional Centre for Education to make every effort to maintain its facilities in a state such as to guarantee their maximum use and service to the students and to the community within the system.

PROCEDURE Under Policy 528

When anyone other than Tri-County Regional Centre for Education Property Services staff wishes to undertake alterations to school grounds, the following must be respected:

1. Any request by groups/associations shall involve the school administration. The school Principal shall be the first person contacted and he/she, in turn, will draft a proposal in consultation with the Coordinator of Property Services.
2. The proposal shall include detailed plans, including a description of the project, proposed activities, how the project is to be financed, etc.
3. The description of the project must also include safety standards, and standards for use and maintenance.
4. When the application for Alterations to School Grounds is complete it shall be submitted to the Director of Operational Services for approval.
5. The Director of Operational Services shall notify the applicant if the request is approved or denied.
6. If the request is approved the school will provide the Coordinator of Property Services with a letter signed by the installer that the installation was per the manufacturer's instructions and meets the appropriate CSA standards, prior to use of the equipment.
7. The Coordinator of Property Services will notify the principal in writing that they may use the equipment.