



Alterations and/or Renovations to Schools, Grounds, and other Board Facilities

OPS 400.21

Adopted:	June 1, 2022
Last Reviewed/Revised:	N/A
Responsibility:	Superintendent of Business
Next Scheduled Review:	2025-2026

Purpose

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) is committed to providing a positive learning environment for students. From time to time, it may be necessary to undertake projects to improve the overall learning or working environment in our schools and administrative buildings. This administrative procedure will assist in ensuring a consistent and equitable process for determining and prioritizing projects using the finite funding and resources available to the Board.

Application and Scope

The Administrative Procedure outlines the process to be undertaken by school administrators when facility-related alternations and renovations are being considered. A request form must be completed, submitted, and approved before any physical change is commenced to any school or administrative building.

This Administrative Procedure does not apply where changes or alternations are required due to an imminent or perceived threat to health and safety. In those cases, call Facility and Construction Services immediately.

References

- [FIN 700.02.P – Procurement](#)

Forms

- [OPS 400.21.F01 – Project Request](#)

Appendices

- N/A

Definitions

Alterations/Renovations: for the purposes of this Administrative Procedure, work that changes the interior and/or exterior physical characteristics of an existing facility. Alteration can include, but is not limited to, all minor construction; changes in facilities configuration; fabrication, removal, or installation of hardware and equipment; relocation, or removal of partitions, doors, and windows; interior changes in use of space (for example changing the use of a classroom room to office space). This applies to work which is required to restore, upgrade, or otherwise improve the general condition of facilities.



Administration Procedures

Any alteration and/or renovation being considered by a school administrator must be approved by Facility and Construction Services prior to any work being carried out. Facilities and Construction Services may require a site visit as part of the review and prior to approval of the Project Request form (OPS 400.21.F01).

In considering each request, Facility and Construction Services will consider the following:

- Student and staff safety
- Fire safety routes inside and around buildings
- Location of future portables or additions
- Ontario Fire Code, Ontario Building Code, Municipal By-Laws and National Fire Protection Codes
- Existence of easements across the site
- Ability to properly supervise students
- Liability during and after work take place
- Flexibility for future change and growth
- Potential impact on current and future community outreach programs
- Awareness of short- and long-term accommodation planning initiatives
- Available funding, including future renewal and maintenance costs
- Equity of resources and opportunities amongst schools
- Programming requirements

Other factors may be considered as required, based on the nature of the project request.

For a project to be considered, a Project Request form (OPS 400.21.F01) must be completed by the school administrator and submitted to the Manager of Facility and Construction Services for approval. Please forward all inquiries and supporting documentation to facilities@bhncdsb.ca.

A Project Request form (OPS 400.21.F01) is to be used to request a physical change or improvement to the existing school to assist in delivering curriculum. A work order is used to facilitate a repair/replacement and upkeep of an existing building component.

Floor and site plans of all schools are available from the eBASE document library. A rough sketch of the proposed changes should be attached when submitting requests wherever possible.

If approved, Facility and Construction Services will schedule completion of the work in conjunction with the many other priorities across the Board. Please keep in mind, that certain work can only be completed during periods in which students are not in school.