

ADMINISTRATIVE REGULATIONS

TITLE: RENOVATIONS
CATEGORY: FACILITIES
NUMBER: 4110

CIRCULATING UNTIL JUNE 30, 2026

I. Rationale:

School District No. 46 (Sunshine Coast) sees a continuing requirement for major renovations or repairs in schools to extend the life of its assets, improve the functional suitability, safety, accessibility, and inclusiveness of the learning environment. The school district undertakes the responsibility to perform these renovations and alterations using safe work practices and control measures, in a way that will minimize potential hazards to the health and safety of students, employees and volunteers. School District No. 46 (Sunshine Coast) also recognizes the importance of effective communication and a collaborative planning process to inform and engage parents, students and employees of the safety considerations, operational impacts, accessibility requirements, and future access needs that have been included in the renovation process.

II. Definitions:

A “major renovation” within a school is defined as any building modification that is extensive enough such that, special accommodations must be made to maintain a safe working and learning environment while the work is in progress, when indoor air quality could potentially be compromised, or when arrangements must be made to avoid disruptions.

III. Practices:

A. Pre-renovations:

1. Prior to establishing a schedule for any major renovation or repair, the Manager of Facilities, or designate, shall consult with the school principal and appropriate educational leadership staff regarding educational and operational impacts, program needs, current and future accessibility considerations, class relocation requirements, and safety requirements.
2. Major renovation and repair projects shall include a formal planning process involving Facilities staff, school administration, and appropriate educational leadership staff prior to the commencement of work to review project scope, design, implementation requirements, and related considerations including:

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- a) educational programming and operational impacts
 - b) accessibility and inclusive design requirements
 - c) current and future access needs
 - d) health and safety requirements
 - e) long-term functionality and flexibility of learning spaces
3. As part of the planning process for any major renovation or repair that has potential to affect indoor air quality, the Manager of Facilities, or designate, shall complete the “Renovation and Repair Checklist” as included in Health Canada’s *Indoor Air Quality Action Kit for Schools*.
 4. As part of the planning process, renovations and repairs shall consider accessibility requirements and opportunities to improve equitable access to school facilities in alignment with applicable accessibility legislation, building code requirements, and district accessibility planning priorities.
 5. Where reasonably practicable, renovation planning shall consider future accessibility and adaptability needs to support inclusive access for students, employees, volunteers and community users over time.
 6. Renovations or repairs involving school shops or specialized instructional spaces shall include consultation with Facilities staff and appropriate educational leadership staff regarding applicable safety and regulatory requirements, equipment and machine guarding considerations, ventilation requirements, accessibility considerations, and operational impacts prior to the commencement of work.
 7. The Principal shall provide written notification detailing the renovation plan to parents, students and employees of the affected site at least four (4) weeks before the start-up of the renovation. In the event that emergent issues do not permit four (4) weeks notice, the Principal shall make every effort to inform parents, students and employees as soon as possible.
 8. The renovation notification will detail the scope of the renovation, the timeline, anticipated operational impacts, accessibility impacts and accommodations where applicable, and any known or reasonably foreseen hazards it presents to students, employees and/or volunteers with special health concerns.
 9. The renovation notification will include a request that the school be informed of persons who have allergies and/or special health concerns which may be affected by the renovations.

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10. The Principal shall consult with parents of students who are identified to explain procedures and to make special arrangements as required.
 11. A *Renovation Worksite Binder* will be available at the school's office for review two (2) weeks prior to the start-up of renovations and will remain accessible to the public throughout the course of the renovation.
 12. Materials in the binder shall include:
 - a) Products Used: Including Safety Data Sheets (SDS), Technical Data Sheets (TDS) and/or Products Specification Sheets on all products to be used in the renovation.
 - b) Work Procedures: Including a description of how the timing, ventilation and barriers are to be arranged in order to minimize potential exposure, as well as a description of clean-up procedures.
 - c) Testing of Existing Materials: Anytime there is sanding, scraping, demolishing or breaking where hazardous materials may be present, lab reports will be included to provide test results for hazardous materials including, but not limited to, asbestos, lead and mold.
 - d) Communications: Copies of all communications and notifications relating to the renovation.
 13. Concerns regarding the renovation plan, including accessibility considerations and materials used, should be brought to the attention of the school principal who, in consultation with the Manager of Facilities, will make every effort to accommodate and/or address the concerns presented.
 14. Unresolved concerns will be forwarded to Vancouver Coastal Health for confirmation that the work plan is safe for students, employees and volunteers.
 15. The Manager of Facilities shall have oversight of the renovation plan and will ensure that all work is done in a safe and practical manner. The decision of the Manager of Facilities shall be considered final, subject to the appeal procedures detailed in Regulation 2070 (How to Communicate with Us - For Staff), Regulation 1162 (How to Communicate with Us – Guidelines for Resolving Problems or Concerns – for Students, Families and Caregivers), and Bylaw 70 (Appeals).
- B. Renovation phase:

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1. Materials used in the renovation will be those that present the least hazard to building occupants. Wherever possible, products chosen will have an HMIS rating of 1 or less (as shown on SDS sheets) and will be rated for use in schools/daycares (as specified on TDS sheets).
2. Use of materials or products which present a potential health hazard will be limited to times outside of school hours, with sufficient time being allowed for drying or curing as stated by the manufacturer's guidelines. Increased ventilation will be put into place while the building is unoccupied in order to remove residual odors and airborne pollutants.
3. Throughout the course of the renovation, best practices will be maintained to ensure that all work areas are properly contained, have proper ventilation, dust elimination/control, safe passageway to emergency exits and washroom facilities.
4. Throughout the course of the renovation project, the school shall track symptoms relating to absenteeism and notify the Manager of Facilities as soon as possible if these symptoms may be project related.
5. Throughout the course of the renovation project, consideration shall be given to maintaining safe and barrier-free access to learning environments, emergency exits, washrooms, and common areas wherever reasonably practicable.
6. If during the course of the project, the scope of work is expanded, and given that no increased hazard level is introduced;
 - a) The renovation work site binder shall be updated to include the new, expanded work scope.
 - b) Written notification shall be given to parents, students and staff of the affected site.

Received: October 2021

References: Board Policy 11.6, 12.6, 12.7