

# ADMINISTRATIVE REGULATIONS

TITLE: RENOVATIONS

CATEGORY: FACILITIES

NUMBER: 4110

CIRCULATING UNTIL JUNE 23, 2021

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## I. Rationale:

School District No. 46 (Sunshine Coast) sees a continuing requirement for major renovations or repairs in schools to improve the functional suitability of the learning environment. The school district undertakes the responsibility to perform these renovations and alterations using proper 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 an effective communication plan to inform parents, students and employees of the safety considerations 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 learning environment while the work is in progress, or when indoor air quality could potentially be compromised.

## 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 consider accommodations with respect to class relocation and safety requirements.
2. As part of the planning process for any major renovation or repair, 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*.
3. 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.
4. The renovation notification will detail the scope of the renovation, the time line, and any known or reasonably foreseen hazards it presents to students, employees and/or volunteers with special health concerns.

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5. 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.
  6. The Principal shall consult with parents of students who are identified to explain procedures and to make special arrangements as required.
  7. 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.
  8. 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, 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.
  9. Concerns regarding the renovation plan, including 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.
  10. Unresolved concerns will be forwarded to Vancouver Coastal Health for confirmation that the work plan is safe for students, employees and volunteers.
  11. The Manager of Facilities shall have oversight of the renovations plan and will ensure that all work is done in a safe and practical manner. The decision of the Manager of Facilities shall be final and subject to the appeal procedures detailed in Regulation 5350 and Bylaw #70.

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**B. Renovation phase:**

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.
5. 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:** December 2013

**References:** Board Policy 11.6, 12.6