

LL 1717098

DNB
DNB-R

Divisional Storage

Purpose

School facilities shall be utilized as efficiently as possible, with storage space prioritized to support the needs of students. Storage must be compliant with Fire Code and Workplace Safety and Health Requirements. The following standards must be observed.

Divisional Storage Building

The divisional storage building is used for items that are shared by schools for special events including staging, extra chairs, Phys Ed equipment, and audio-visual equipment.

Maintenance Storage Sheds

Maintenance sheds located at each school are used to store lawn mowers, snowblowers, tools and gasoline. Access to Maintenance sheds is limited to caretakers and groundskeepers only.

Maintenance Shop Storage Lock-up

Consumables and other equipment used by trades workers shall be kept in the maintenance building lock-up “cage”. An inventory must be maintained and tracked daily.

School Division Vehicles

Tools and other supplies must not be stored in school division vehicles. All tools must be returned to the secure lock-up in the maintenance building at the end of each work day.

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Crawlspaces

According to fire code section 4.2.1 (3) *Horizontal concealed spaces, such as crawlspaces and ceiling spaces, shall not be used for the storage of combustible materials.* This includes but is not limited to desks, tables, props, and chairs.

Elevator Rooms

Storage is not permitted in Elevator rooms as per CSA Standard B 44-00 Safety Code for Elevators, section 2.10.1 Guarding of Equipment and Workplace Safety and Health Act Employers' Responsibility for Safety.

Electrical, Boiler, Mechanical, and Transformer Rooms

These rooms are not storage rooms and are not intended for the storage of combustible materials. However, some storage is permitted under the following conditions:

- Electrical rooms, one metre clearance must be maintained in front of any electrical panel as well as a one-metre-wide unobstructed path from the door, directly to the panel.
- Boiler rooms storage is limited to items required to maintain the building such as filters, testing equipment and boiler chemicals. The maintenance department shall have authority to allow or disallow additional storage based on a risk assessment of each specific boiler room.
- Mechanical rooms (fan rooms), storage must be limited to shelving approved by the Maintenance department.
- Transformer rooms, no storage is permitted.

Closed Classrooms

Rooms that are not used as classrooms, or sensory, or calming rooms, may be used for school-based storage under the following conditions:

- The room must have a smoke detector hard-wired into the school fire alarm system.
- The room must be designed and managed for the specific items being stored. For example, shelving must be installed to store paper supplies, clothing racks must be installed to store costumes,

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etc.

- A detailed inventory must be maintained by the school Principal.
- The inventory must be reviewed annually to determine whether items should be discarded.

Designated Divisional Storage Rooms

The Superintendent//CEO may designate specific rooms within a school to be used for Divisional purposes, including storage. Rooms designated for Divisional storage will be keyed to the School Division interior master key and will only be accessible by the Principal and Division master key-holders.

Grooming Rooms

Limited storage of educational support items may be stored at the discretion of the school Principal in consultation with Educational Support Services. School supplies and teachers' supplies are not permitted.

Storage of Personal Items

The storage of personal items on school division property is not permitted. Items owned by staff, including teaching supplies, must be removed prior to the end of each school year. Further, personal items shall be removed prior to an extended leave, such as maternity.

Schools should not provide long term storage for items on behalf of staff, tenants, community members or others.

The school division is not responsible for the theft, loss, disposal, or damage of personal items.

Disposal of Obsolete, Damaged or Excess Items

The disposal of items from a school must be done in accordance with DNB Sale or Disposal of Fixed Assets and DNB-R Disposal of Fixed Assets.

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