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ECBCA
ECBD/KFAB
KFCA

**Maintenance and Operation of Collège Sturgeon Heights
Collegiate Field House**

- I. Permits are issued for all organized uses of the field house facility other than regular Collège Sturgeon Heights Collegiate school activities. Typical activities issued permits are as follows:
 - Larger tri-meet sized field days
 - School track and field meets
 - Divisional track and field meets
 - Track club
 - Football practices and games
 - Parks and Recreation community youth soccer
- II. It is essential that the field house building is fully operational and in a clean, safe, and well maintained condition for all these activities and any other permits issued.
- III. Regulation ECBD/KFAB (Special Event Guidelines) should be consulted for guidelines on toilet and sanitation requirements.
- IV. To ensure the facility is kept in an appropriate condition, the following procedures shall be followed:

Collège Sturgeon Heights Collegiate Caretaker

- Keep an orderly record of all permits in a well marked three ring binder
- Conduct an inspection of the building and area as part of the regular monthly inspection procedure and ensure any deficiencies are corrected or followed up with work requests
- Refer to Regulation ECBD/KFAB (Special Event Guidelines) and ensure the school administration is advised of the need to locate signage and close off washrooms for high school use.
- Carry out a comprehensive inspection of the field house at least one month prior to the first scheduled permit date and ensure deficiencies are

ADOPTED	REVIEWED	REVISED	PAGE
23/Nov/99		12/Jun/07	1 of 4
Motion 20-07-99		Motion 12-07-07	

corrected or followed up with work requests.

- Inspect the facility the day prior to any meet and ensure the facility is in appropriate condition as follows:
- Washrooms and kitchen are clean and stocked with supplies (toilet paper, linen)
- All rooms and especially the washrooms and kitchen, are in good working order. (lights fixtures/lamps, electrical switches/plugs, fridge and appliances, toilets, benches, cabinets, floor and wall surfaces)
- The holding tanks have lots of capacity for the planned function (note: the two 1500 gallon tanks can easily handle over 800 flushes, plus lavatory and kitchen sink use for a large Division function. If emptied prior to the day of an event, tanks should not need to be pumped out while the meet is in progress.) Contact the local septic service to have the tanks pumped out. Some judgement should be used when determining if tanks need to be pumped. The caretaker should error on the side of caution to avoid the tanks filling up during a meet.
- Garbage and litter is picked up.
- Garbage cans are empty and available for use on meet day and extra garbage bags are available
- Dumpster is sufficiently empty for the next meet function (call for pick up if required).
- On the day of the meet, ensure that the field house building is inspected occasionally (at least twice during all day events) and any problems with the operation or cleanliness of the facility dealt with or reported to the maintenance shop. Ensure that any problems identified are also reported to the organizers of the meet. Meet with the meet organizers as early in the day as possible to review their pre-use inspection report and address any problems identified if possible.
- Inspect the facility the day after any meet to identify deficiencies and ensure they are corrected before the next function. Report deficiencies or repairs identified to the shop and report any damages resulting from the use of the facility to the Manager, Maintenance and Safety for recovery action for damages caused by permit holders.

Cleaning Staff

- In conjunction with the caretaker's pre season inspection, conduct a spring cleaning of the field house at least one month prior to the first expected use of the facility and ensure the building is stocked with paper supplies

ADOPTED	REVIEWED	REVISED	PAGE
23/Nov/99		12/Jun/07	2 of 4
Motion 20-07-99		Motion 12-07-07	

- In conjunction with the caretaker's pre-meet inspection, carry out a full cleaning of the building with particular attention paid to washrooms and the kitchen. Those areas should be cleaned to the same standard as other school facilities. Other rooms such as storage, change rooms, and the official's room shall be swept out and dusted and mopped clean. Floors do not need to be waxed. When meets are scheduled on adjacent days, cleaning will have to be done by evening cleaning staff to ensure the facility is ready for the next use.

Shop Staff

- Correct any reported deficiencies in a timely manner to ensure the field house is functional, safe, and in a good state of repair as appropriate for all scheduled events.
- The Electrician is to reprogram the vandal alarm code after every use.

Permit Holders

- Refer to Regulation ECBD/KFAB (Special Event Guidelines)
- Pick up and sign for keys and vandal alarm codes from the Manager, Maintenance and Operations or permit secretary at the Board Office the day prior to the meet.
- Ensure operating instructions and responsibilities forwarded with the permit are reviewed.
- Obtain supplies not provided by the Division such as cleaners, soap, dishtowels, food, drinks and other materials required for the planned activities are obtained.
- Inspect the building prior to use and fill out the pre-use facility inspection form identifying any damages, missing supplies, inoperable building components, and dirty or unsanitary conditions. Any serious discrepancies that could affect the safety or health of participants and staff or detract from the planned events should be reported to the school caretaker immediately so they can be corrected.
- Monitor the field house including washrooms occasionally during the meet to ensure they are operational and safe.
- Review the pre-use report with the school caretaker or cleaner at the earliest opportunity.
- During the meet and especially after the meet, pick up debris and litter from the grounds and field house building and deposit in the dumpster provided. Before leaving, clean the kitchen and leave it in the same

ADOPTED	REVIEWED	REVISED	PAGE
23/Nov/99		12/Jun/07	3 of 4
Motion 20-07-99		Motion 12-07-07	

condition as it was found.

- Ensure prudent use of utilities especially water. Do not run water excessively.
- Put all resident equipment back in assigned storage areas at the conclusion of the event and report any broken items on the post-use inspection form.
- Inspect the building after use and complete a post-use inspection form. Both the pre-use and post-use reports should be turned in with the keys to the Manager, Maintenance and Safety as soon as possible after the meet.
- Lock up the building and arm the alarm.

ADOPTED	REVIEWED	REVISED	PAGE
23/Nov/99		12/Jun/07	4 of 4
Motion 20-07-99		Motion 12-07-07	