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### **Leasehold Improvements Requests**

Prior to undertaking any leasehold improvement project, the tenant must receive written approval from the Secretary-Treasurer/Chief Financial Officer's Department. In order to obtain approval, the following process must be adhered to:

1. The tenant must review the project plans with the School Principal. The Principal must have input in identifying any issues that may affect School Operations.
2. A written request from the tenant shall be forwarded to the Secretary-Treasurer/Chief Financial Officer's Department detailing the plans, along with a letter of support from the Principal. The request will be reviewed by the Manager of Facilities and Maintenance for maintenance, staffing, and workplace safety and health concerns.

If the tenant is relying on external grants to fund the leasehold improvement, a copy of the external grant(s) application shall be provided to the Secretary-Treasurer/Chief Financial Officer's Department.

3. Projects of a significant nature (\$25,000), including those that alter envelope, floor plan or School grounds will be referred to the Finance-Facilities Committee for review and recommendation. Any other leasehold improvement request may be forwarded to the Board for consideration if deemed necessary by the Secretary-Treasurer/Chief Financial Officer.

The Board shall determine if additional School Division Administration involvement in a project is required and if an Administration fee shall be charged. The Board may also consider if the School Division will be a cosigner on any Leaseholder grant applications to finance the Leasehold Improvement.

4. If a project is approved, an approval letter will be issued from the Secretary-Treasurer/Chief Financial Officer's Department outlining

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conditions applicable to the project, which could include but are not limited to:

- Copies of the building and occupancy permits are forwarded to the Manager of Facilities and Maintenance
  - Prior to construction, copies of division safety documents including construction safety and hot works are signed and forwarded to Manager of Facilities and Maintenance
  - Manager of Facilities and Maintenance must be provided with the construction schedule and invited to a preconstruction meeting
  - The work must be done by qualified tradesmen
  - The final project is subject to the inspection and satisfaction of the Manager of Facilities and Maintenance.
  - There is no cost to the division.
5. A tenant may not proceed with a leasehold improvement until written approval from the Secretary-Treasurer/Chief Financial Officer's Department has been received.

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