

## Policy Guidelines

### Preventative Maintenance and Renewal Funding:

Preventative Maintenance and Renewal (PMR) funding will allow boards of education and the conseil scolaire to maintain facilities in satisfactory operating condition. The funding is intended to assist in systematic inspection, detection, and correction of incipient failures either before they occur or before they develop into major defects.

PMR funding will be provided to each board of education and the conseil scolaire in the form of a “*capital grant*”. A board/conseil approved PMR Maintenance Plan must be submitted to the ministry before funding will be released.

The annual PMR process timeline is as follows:

- On **Budget Day** of each year, the total amount of PMR funding available for the fiscal year will be announced.
- By **June 30<sup>th</sup>** of each year, boards of education and the conseil scolaire will develop and submit a three year PMR Maintenance Plan via the Facility Asset Management Enterprise (FAME)/Asset Planner system. The board of education/conseil scolaire will be notified as to the specific years required in the plan.
- PMR Maintenance Plans will be reviewed by the ministry as they are received.
- Within the first quarter of the ministry’s fiscal year, annual PMR funds will be distributed to boards of education and the conseil scolaire.
- By **September 30<sup>st</sup>** of each year, each board of education and the conseil scolaire should finalize PMR expensed projects for the previous school division fiscal year.
- By **December 31<sup>st</sup>** of each year each board of education and the conseil scolaire must prepare their Audited Financial Statements and submit a copy to the ministry for approval.

### PMR Funding:

- Each board of education and the conseil scolaire will receive their annual PMR appropriation, provided:
  - a PMR Maintenance Plan is developed in accordance with policy and policy guidelines;
  - the PMR Maintenance Plan has been submitted to, reviewed, and approved by the ministry; and
  - the ministry has reviewed the previous year’s PMR Expenditure Report.
- The ministry will distribute PMR funding within the first quarter of the ministry’s fiscal year.
- Boards of education and the conseil scolaire will be notified when the

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payments have been approved for release.

### **PMR Maintenance Plan:**

- The PMR Maintenance Plan will reflect what the boards of education and the conseil scolaire determine are the needs of their facilities over a three year period.
- When developing the plan, boards of education and the conseil scolaire should:
  - formally rank by start date all capital renewal projects to ensure that they are prioritizing the most urgent ones appropriately;
  - approve and sign the Plan; and
  - spend PMR funding on eligible projects as outlined in these policy guidelines.
- The board of education/conseil scolaire approved PMR Maintenance Plan is to be submitted by **June 30<sup>th</sup>**. Amendments to the plan are to be submitted using the Preventative Maintenance and Renewal Plan Amendment Form.
- The ministry will send an approval letter to the Facility Manager once the PMR Maintenance Plan is reviewed and approved.

### **PMR Reconciliation:**

- Projects should be updated in the FAME/Asset Planner system as they are completed and expensed.
- All relevant information within the existing FAME/Asset Planner Visual Condition Audit must be updated accordingly. This includes descriptions, age, type and any related deficiency.
- Updated floor plans should be included as necessary.
- PMR expenditures reported in FAME/Asset Planner are to be reconciled to Audited Financial Statements Expenses.
- If, through review an inappropriate expense has been made using PMR funds, the corresponding amount will be deducted from future year PMR allocations.

### **Project Activity Types Eligible for PMR Funding:**

Project activity types eligible for PMR funding include but are not limited to the following:

#### **Architectural Systems**

- Building Envelope – Example: walls, window systems, doors, loading docks;
- Roofing Systems – Example: curbs, flashing, drains, ballast;
- Interior Construction – Example: walls, doors, flooring, visible structural components;
- Interior Finishes – Example: flooring, ceiling, wall finishes;

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**Revised Date:** April 1, 2014

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- Health, Fire, and Life Safety Systems – Example: stairwells, exiting;
- Accessibility – Example: entrance, ramps, washrooms, etc.

### **Mechanical Systems**

- Fire Protection and Suppression Systems – Example: sprinkler systems, standpipes, fire pumps, fire protection storage tanks;
- HVAC Systems – Example: boilers, heat exchangers, furnaces, chillers, cooling towers, air handling units, heat pumps, piping systems, duct systems, humidifiers, ventilation fans, unit ventilators, control systems, building automation systems;
- Plumbing Systems – Example: fixtures, water heaters, pumps, piping systems, storage tanks, water treatment systems, septic systems;
- Specialty Systems – Example: emergency generators, special venting systems, compressed air, vacuum systems.

### **Electrical Systems**

- Primary Electrical Systems – Example: primary switchgear, primary transformer;
- Secondary Electrical Systems – Example: secondary switchgear, secondary transformer, power meters, inverters, rectifiers, capacitors, branch panels, motor control centres;
- Electrical Fixtures – Example: interior lighting, exterior lighting, site lighting, emergency lighting, exit lighting, parking receptacles;
- Specialty Systems – Example: clock systems, automatic doors, electrical heating fire alarm system, emergency power, communications, security.

### **Site**

- Example: retaining walls, paved parking lots, paved roadways, paved pathways.

### **Environmental**

- Example: asbestos, PCB, underground storage tanks.

### **Fees**

- Consulting fees related to PMR project (contingent on Ministry approval)

### **Studies**

- Feasibility Study
- Facility/Grade Configuration Study
- Accessibility Study
- Fire Alarm Study

### **Other**

**Effective Date:** April 1, 2013

**Revised Date:** April 1, 2014

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- Contact the ministry at [EDInfrastructure@gov.sk.ca](mailto:EDInfrastructure@gov.sk.ca) if you are unsure of the eligibility or ineligibility of a potential expenditure.

**Other Supporting Documents:**

PMR Funding Policy

Preventative Maintenance and Renewal Plan Amendment Form

**Contact:**

If you have any questions relating to this policy, please contact the Ministry of Education, Infrastructure Branch at 306-787-1156 or [EDInfrastructure@gov.sk.ca](mailto:EDInfrastructure@gov.sk.ca).