

Northland School Division Maintenance Department

2022-2023 School Year



Hillview School, East Prairie

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Welcome to School Year 2022 - 2023

Northland School Division Maintenance department is responsible for ensuring that the Division's properties are kept in functional working order, they are clean, developing needs are addressed and preventative action is taken where possible.

We strive to address concerns as soon as possible given the following priorities:

- ▶ Issues that are vital to health and safety of students and staff
- ▶ Issues that relate to space requirements of due to enrolment increases where other alternatives are not available
- ▶ Issues that meet essential facility needs arising from building obsolescence or to accommodate educational programs
- ▶ Issues that provide for the comprehensive modernization needs of existing facilities or additional non-instructional and gymnasium facilities
- ▶ Issues that are identified as meeting other school or community-type needs

The department services 17 schools, 2 outreaches, Central Office and 3 maintenance shops over almost three hundred thousand square kilometers. Currently, the staff consists of the Division Facility Manager, Division Technical Supervisor, Maintenance Secretary, 1 Area Maintenance Supervisor, 2 Carpenters, 1 Electrician, 3 Plumbers, 1 IT Support Technician and 1 HVAC Field Technician.

Welcome to the Division!

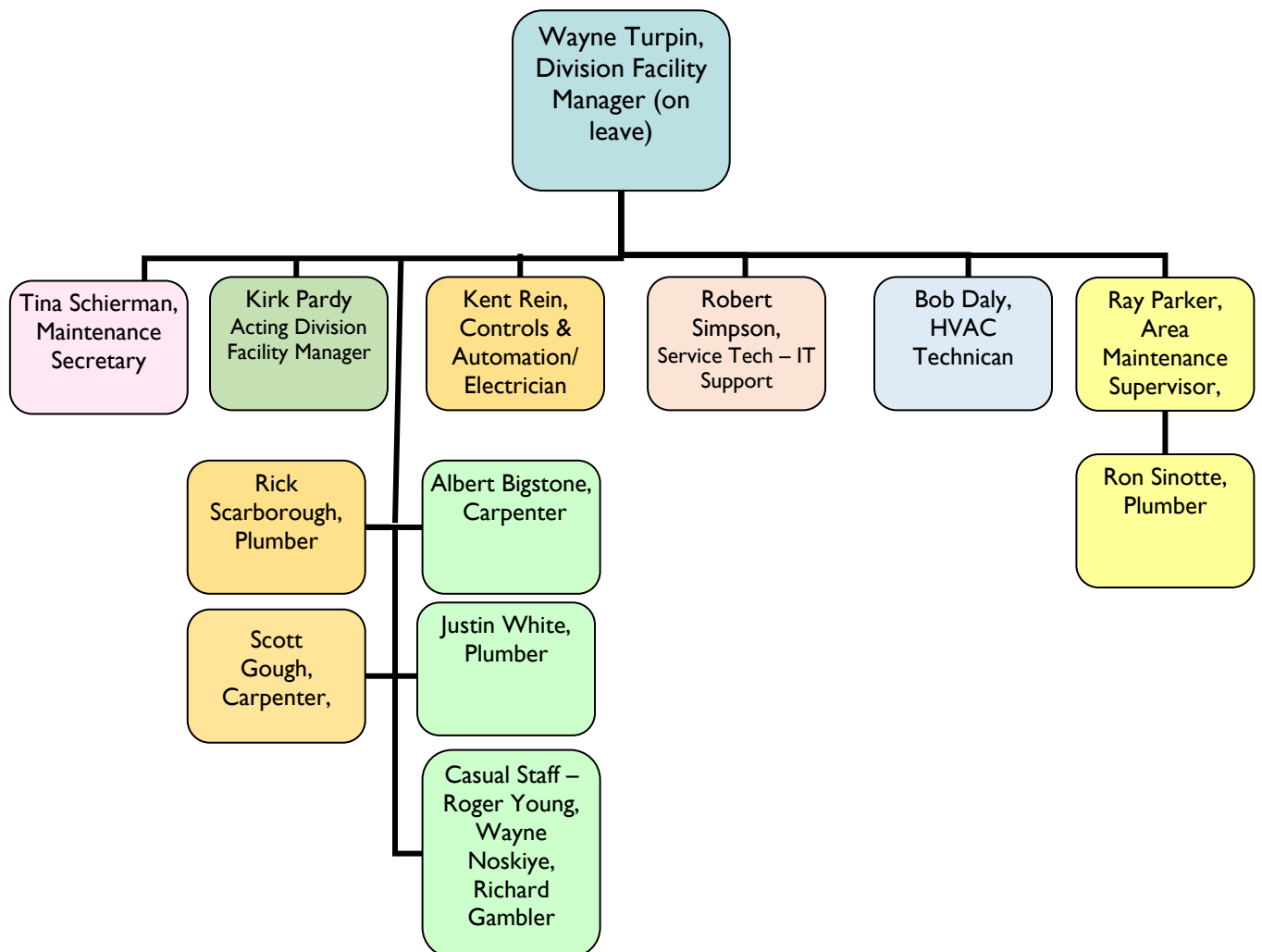
Kirk Pardy
Acting Division Facility Manager

Our latest project was the construction of the Gift Lake School

This is a K to 9 school, also home to a Head Start Program, daycare and Northern Lakes College Outreach Campus. It opened in April 2015.



Maintenance Department Organizational Chart



MAINTENANCE DEPARTMENT PHONE LIST			
Central Office: 780-624-2060		Cell	Area
Wayne Turpin	Division Facilities Manager (on leave)	780-618-6736	
Kirk Pardy	Division Technical Supervisor (Acting Facilities Manager)	780-881-1253	
Tina Schierman	Facilities Secretary	Ext. 6140	
Bob Daly	HVAC Maintenance	780-618-1251	
Robert Simpson	Service Technician - IT Support	780-219-7531	
Rick Scarborough	Plumber	780-536-6029	1
Kent Rein	Electrician	780-618-8727	1
Scott Gough	Carpenter	780-219-8705	1
Albert Bigstone	Carpenter	780-891-0879	2
Justin White	Plumber	780-219-2634	2
Ray Parker	Area Maintenance Supervisor	780-799-5604	3
Ron Sinotte	Plumber	780-215-0213	3
		Office	Fax
Lac La Biche Office	Box 2561 Lac La Biche T0A 2C0	780-623-2075	623-2904
Wabasca Office	Box 150 Wabasca T0G 2K0	780-891-3500	891-2406
Peace River Shop	8110-102 Ave. PR T8S 1M6	780-624-4440	
Phone	780-624-2060 Ext. 6140		
Downstairs Fax	780-618-3143		
Upstairs Fax	780-624-5914		
Address	9809-77 Avenue		
	Peace River, Alberta T8S 1C9		

The Maintenance Department is separated into three areas with maintenance shops in each area:

Area 1 (West Side - Maintenance Shop located in Peace River)

Office: (780) 624-4440

Bishop Routhier School, Peavine
Gift Lake School, Gift Lake
Grouard School, Grouard
Hillview School, East Prairie
Paddle Prairie School, Paddle Prairie
Susa Creek School, Susa Creek

Area 2 (Central Side - Maintenance Shop located in Wabasca)

Office: (780) 891-3500

Fax: (780) 891-2406

Calling Lake School, Calling Lake
Career Pathways, Wabasca
Chipewyan Lake School, Chipewyan Lake
Mistassiniy School, Desmarais
Pelican Mountain School, Sandy Lake/Desmarais
St. Theresa School, Wabasca

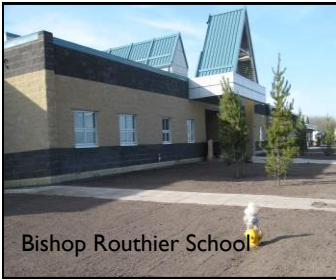
Area 3 (East Side - Maintenance Shop located in Lac La Biche)

Office: (780) 623-2075

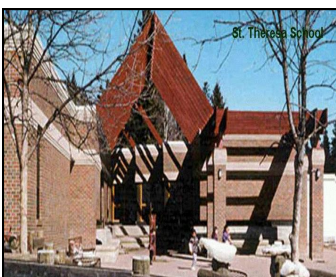
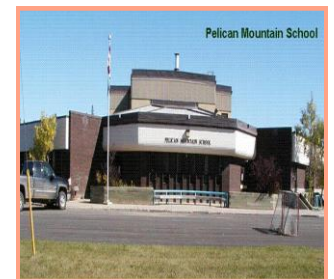
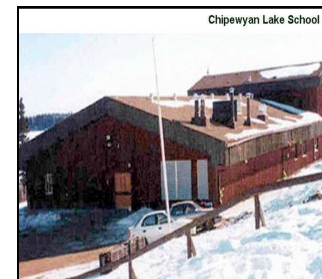
Fax: (780) 623-2904

Anzac Community School, Anzac
Bill Woodward School, Anzac
Conklin Community School, Conklin
Conklin E-Learning, Conklin
Elizabeth School, Cold Lake
Father R. Perin School, Janvier
J.F. Dion School, Fishing Lake/Sputinow

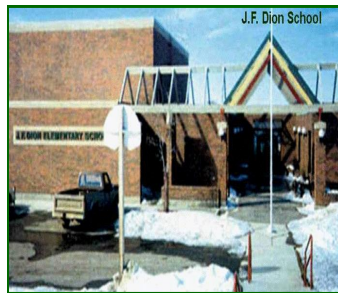
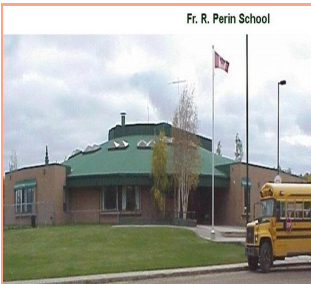
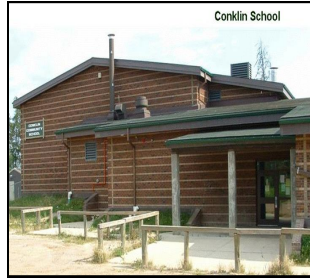
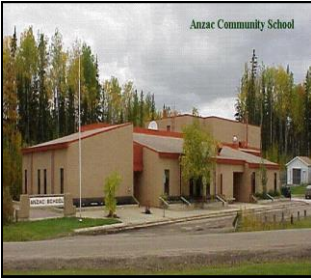
AREA 1



AREA 2



AREA 3



Area Capacity by School

Facility Name	Year Constructed	Gross Area m2	
Anzac School	1983	1,377.5	Portables added throughout the years
Bill Woodward School	2010	3801.6	
Bishop Routhier School	2008	3145.9	
Calling Lake School	1966	2,801.1	Portables added throughout the years
Chipewyan Lake School	1961	1,102.7	
Conklin Community School	1977	1255.0	Two new portables added in 2017
Elizabeth School	1976	1513.73	Portable added in 1996
Father R. Perin School	1985	2300.61	Two new portables added in 2017
Gift Lake School	2015	4961.0	
Grouard Northland School	1983	2,732.27	
Hillview School	2008	1,514.79	
J.F. Dion School	1961	1,529.4	Modernization throughout the years
Mistassiniy School	1979	5,497.6	Modernization throughout the years
Paddle Prairie School	1969	1,796.7	Modernization & portable added throughout the years
Pelican Mountain School	1984	1,018.2	
St. Theresa School	1961	4,952.2	Modernization & portable added throughout the years
Susa Creek School	1989	1,068.02	Portables added throughout the years

MAINTENANCE CARE

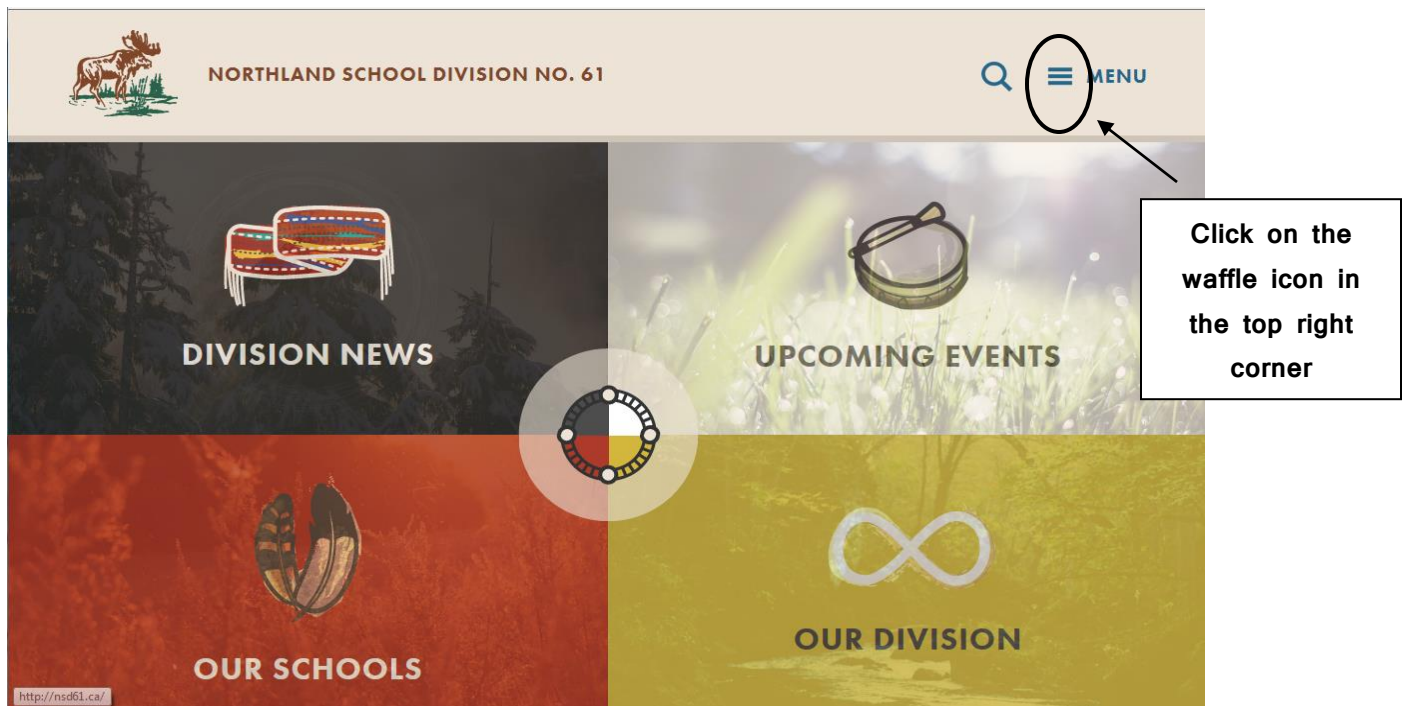
ALL MAINTENANCE REPAIR REQUESTS MUST BE SUBMITTED ONLINE

Any maintenance work that is needed on school buildings and school grounds must be submitted online through our electronic work order program called "Maintenance Care."

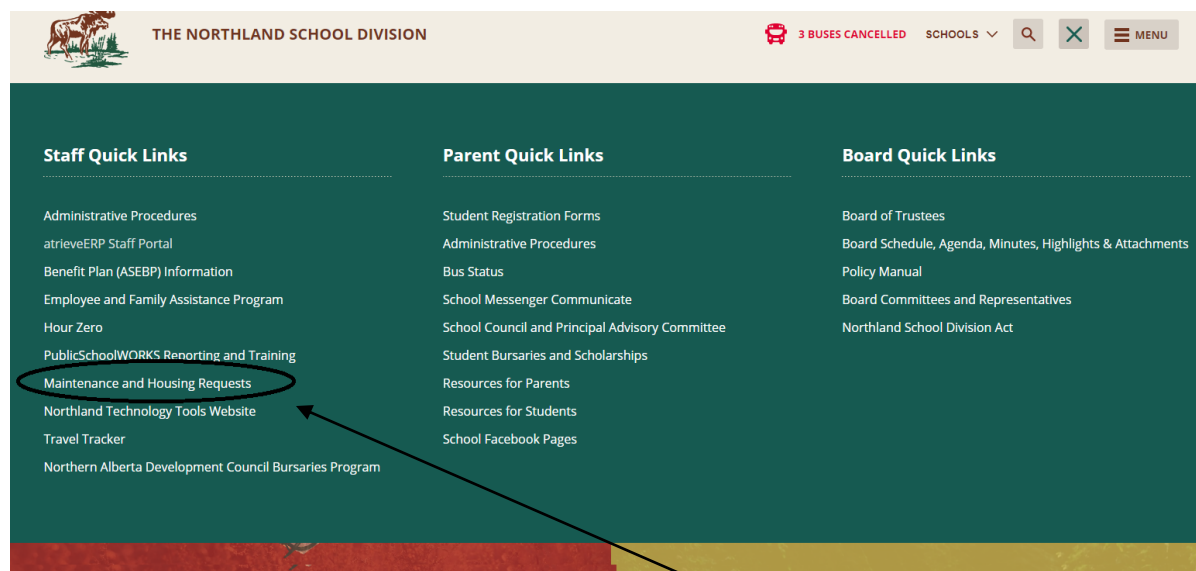
All work for schools should be submitted by the Principal or their designate.

To initiate a repair, submit the request online through Maintenance Care. To login, use your Northland Windows username and password.

STEP 1 – Proceed to the Northland School Division No. 61. Our website is: www.nsd61.ca



STEP 2 - Proceed to the Maintenance Care Program



Click on "Maintenance and Housing Requests" link on left side of page

STEP 3 - Entering Maintenance Care



MAINTENANCE CARE



Any maintenance work that is needed on school buildings, housing and school grounds must be submitted online through our electronic work order program called "**Maintenance Care.**"

All work requests for schools should be submitted by the Principal or their designate.

To initiate a repair, submit the request online through Maintenance Care.

Sign in **HERE** using your Windows username and password (Hint: it is your Firstname.Lastname)

Click "**HERE**" to go to the Maintenance Care Log In page

STEP 4 - Log in to the page



MAINTENANCE CARE LOGIN

This Page is Protected with Active Directory

Please enter your username and password below to login and access this page.

USERNAME

PASSWORD

submit

Log in using your
NSD Windows
username & pw

STEP 5 - Select your area.



MAINTENANCE CARE LOGIN

Login to Maintenance Care

Area 1 Login Here

Area 2 Login Here

Area 3 Login Here

Select the
correct area.

Submitting a Maintenance Repair Request

Note: All school repairs must be submitted by your School Principal or Designate.

MaintenanceCare.com

NSD No. 61 Area 1

MAINTENANCE REQUEST

Task Type: [Please Select One] (dropdown menu open showing: Alarms, Audio Visual, Clean-Up / Floor Care, Doors, Electrical / Lighting, Fire Safety, Garbage, General Maintenance, Health & Safety, Heating / Cooling, Kitchen, Landscaping, Painting / Touch Ups, Parking, Pest Control, Plumbing, Refrigeration Maintenance, Teacherage, Travel, Waste Water Maintenance, Windows)

Building Area: [Home icon]

Room/Teacherage #: [List icon]

Details: [Details icon]

Your Name: [Person icon]

Your Email Address: [Email icon]

File Upload: + Add files... Cancel upload Delete

Submit Reset

Select what the request is for.

Figure 1

Building Area: [Home icon] (dropdown menu open showing: Bishop Routhier School, Dr. Mary Jackson School, Gift Lake School, Grouard School, Hillview School, Kateri School, Little Buffalo School, Paddle Prairie School, Peerless Lake School, Susa Creek School, Central Office, Workshop Area 1, Teacherage 052, Teacherage 063, Teacherage 064, Teacherage 065, Teacherage 066D, Teacherage 066U, Teacherage 067D, Teacherage 067U, Teacherage 068, Teacherage 070, Teacherage 071, Teacherage 072, Teacherage 074, Teacherage 097, Teacherage 105, Teacherage 106, Teacherage 110)

Room/Teacherage #: [List icon]

Details: [Details icon]

Your Name: [Person icon]

Your Email Address: [Email icon]

File Upload: + Add files... Cancel upload

Select your school

Figure 2



NSD No. 61 Area 1

MAINTENANCE REQUEST

The screenshot shows the Maintenance Request form. It includes fields for Task Type, Building Area, Room/Teacherage #, Details (a text area), Your Name, and Your Email Address. There are also buttons for Submit and Reset. A callout box with an arrow pointing to the Name and Email fields contains the text: "Add your name and email address so you can check on the status of requests."

Task Type [Please Select One] ▼

Building Area [Please Select One] ▼

Room/Teacherage # []

Details Your comments here []

Your Name []

Your Email Address []

Submit Reset

File Upload

+ Add files. Cancel upload Delete []

Figure 3



NSD No. 61 Area 1

MAINTENANCE REQUEST

The screenshot shows the Maintenance Request form. It includes fields for Task Type, Building Area, Room/Teacherage #, Details (a text area), Your Name, and Your Email Address. There are also buttons for Submit and Reset. Two callout boxes with arrows provide additional instructions: one points to the Details text area with the text "Please provide a description.", and another points to the File Upload section with the text "Pictures can also be uploaded to help describe the issue."

Task Type [Please Select One] ▼

Building Area [Please Select One] ▼

Room/Teacherage # []

Details Your comments here []

Your Name []

Your Email Address []

Submit Reset

File Upload


+ Add files. Cancel upload Delete []

Figure 4


Hit “Submit” to enter your request, and you’re done! Your request will be issued and assigned to a member of Maintenance.

APPENDIX 2

The "Vandalism Report" form is used to document any and all situations where damage to Division property occurs. If damage is done to the schools, housing units and playground equipment, this form is to be completed and sent to the Maintenance Department at Central Office.

Computer generated or handwritten	
	<h2 style="margin: 0;">VANDALISM REPORT</h2>
Name of School: _____	Date & Time of Incident: _____
<p>Report all incidents of vandalism, theft, etc., involving schools, divisional buses/vehicles, residences to the RCMP immediately and to the appropriate department at Divisional Office as outlined below. Report all incidents of injury directly to Divisional Office on Form #I250-08-99 (Student Accident Report).</p>	
PLEASE CHECK ONE:	
<input type="checkbox"/> School	<input type="checkbox"/> Vehicles/Equipment
<input type="checkbox"/> House	<input type="checkbox"/> Playground
Date and Time Reported to:	
a) RCMP	_____
b) Divisional Office	_____
Individual Involved (if known):	
Name: _____	
Nature of Incident:	
_____ _____ _____ _____ _____ _____	
Estimate of Damage or Loss: _____	
Action taken by RCMP to date:	
_____ _____ _____	
Signature of Principal _____	Date _____
<p>A separate form must be completed for each incident or injury Attach a separate sheet if additional space is required</p>	
<p>Fax the completed form immediately to the Supervisor of Plant Operations EXCEPT Vehicle / Equipment Vandalism, which must be reported to the Transportation Department.</p>	
E210-07-05	

This form is used to reflect the ongoing status of playground equipment and should be submitted on a monthly basis. Please document obvious problems for example: loose bolts, frayed rope, amount of surfacing, splinter possibilities, areas with visibly broken components. One individual should complete this form on a regular basis to ensure consistency.

	PLAYGROUND MAINTENANCE REPORT (Monthly)
School: _____	Date: _____
Inspected by: _____ (print)	Position: _____

Playground Equipment	Ok	Needs Attention (provide information)
Swings (chains, seats, structure)	<input type="checkbox"/>	<input type="checkbox"/>
Monkey Bars	<input type="checkbox"/>	<input type="checkbox"/>
Slides (sharp edges, ladder, slide surface)	<input type="checkbox"/>	<input type="checkbox"/>
Tire Swings (chains, bearings, tires)	<input type="checkbox"/>	<input type="checkbox"/>
Teeter Totters	<input type="checkbox"/>	<input type="checkbox"/>
Merry Go Round	<input type="checkbox"/>	<input type="checkbox"/>
Wooden Play Structure	<input type="checkbox"/>	<input type="checkbox"/>
Surfacing (sand or pea gravel)	<input type="checkbox"/>	<input type="checkbox"/>
GlideRides, Bumpers, Wheels	<input type="checkbox"/>	<input type="checkbox"/>
Plastisol	<input type="checkbox"/>	<input type="checkbox"/>
Paint	<input type="checkbox"/>	<input type="checkbox"/>
Tires	<input type="checkbox"/>	<input type="checkbox"/>
Chain	<input type="checkbox"/>	<input type="checkbox"/>
Rope	<input type="checkbox"/>	<input type="checkbox"/>
Plugs	<input type="checkbox"/>	<input type="checkbox"/>

Bolts	Need to be Tightened	Missing
3/8", 1/2", Set screws, "S" Hooks	<input type="checkbox"/>	<input type="checkbox"/>

General Comments:

Overall Condition ☐ Excellent ☐ Good ☐ Fair ☐ Poor


Signature _____ Date _____

Signature of Repairman _____ Date Rectified _____

Fax the completed form to the Plant Operations Coordinator at Divisional Office. Attach a separate sheet if additional space is required.

E300-06-02

The “Daily Custodian Cleaning Checklist,” “Additional Second Day” and “Holiday” Checklist forms should be completed on a weekly basis (as applicable) and sent in to the Maintenance Department at Central Office. Monthly Timesheet is a sign-in sheet to be submitted monthly.

DAILY CUSTODIAN CLEANING CHECKLIST		WEEK OF				
		Mon	Tues	Wed	Thur	Fri
Start Time						
End Time						
GENERAL - Exterior of Building						
Clean steps						
Remove snow from all entrances & exits						
Snow, ice removal & sanding of sidewalks						
GENERAL - Interior of Building						
Clean all blackboard brushes & chalk rails						
Clean doors						
1. kickplates						
2. hand plates						
3. hardware						
4. door handles						
Water dispensers						
1. wash						
2. disinfect						
Remove dry garbage						
Functional check of all fire exits						
ENTRANCES, LOBBIES & CORRIDORS						
Floors						
1. sweep						
2. wash						
Walls						
1. spot clean						
Clean foot grills, recessed pans, mats & boot rack						
Glass doors & side glass						
1. wash						
Lockers						
1. spot clean exterior						
STAIRS						
Sweep						
Wash						
OFFICES, STAFF & MEDICAL ROOMS						
Carpets & rugs						
1. spot clean						
2. vacuum						
Floors						
1. sweep						
2. wash						
1. dust						
WASHROOMS, SHOWER & DRESSING ROOMS						
Floors						
1. sweep, damp mop						
2. wash						
3. disinfect						
Toilet seats, bowls, urinals, wash basins, water taps, receptacles, dispensers, mirrors, shelves, vanities, door handles						
1. wash & disinfect						
Remove waste, paper, napkins, etc.						
Replenish soap, toilet paper, towels						
Walls & ceilings						
1. spot clean						
CLASSROOMS, LIBRARY & MEETING ROOMS						
Floors						
1. spot clean						
Vacuum carpets & rugs						
Walls						
1. spot clean						
Chalkboards						
1. clean brushes						
2. clean chalk rails						
Furniture (including tables & desks)						
1. wash and disinfect						
GYMNASIUM						
Floor						
1. sweep						
2. spot clean						
Walls & doors						
1. spot clean						
Please sign/date by yourself and administrator - fax weekly cleaning checklist to Tina Schierman (780) 618-3143 at Central Office						
Name	Signature	Administrator Signature				

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HOLIDAY CUSTODIAN CLEANING CHECKLIST

	Comments	Done	Date
GENERAL - Exterior of Building			
Water grass area adjacent to building			
Keep school grounds in a clean & tidy condition			
Clean exterior signs & light fixtures			
Maintain shrubs, trees & flower beds in proper condition			
Water shrubs & flower beds			
Grass cutting at front & side areas adjacent to building			
GENERAL - Interior of Building			
<i>Hose cabinets, display cases</i>			
1. spot clean			
<i>Ceiling air diffusers, air intake grills</i>			
1. vacuum			
<i>Door grills</i>			
1. vacuum			
2. wash			
3. dust			
<i>Venetian blinds</i>			
1. vacuum			
<i>Light fixtures</i>			
1. dust and wash lenses			
2. re-lamp			
STAIRS			
Wipe & polish hand rails			
CLASSROOMS, LIBRARY & MEETING ROOMS			
OFFICES, STAFF & MEDICAL ROOMS			
ENTRANCES, LOBBIES & CORRIDORS			
<i>Walls</i>			
1. dust			
2. wash			
<i>Floors</i>			
1. sweep (vacuum rug)			
2. wash (shampoo if rug)			
3. strip (2 coats)			
4. wax (5 - 7 coats)			
5. polish			
<i>Ceilings</i>			
1. vacuum and/or dust			
<i>Glass doors, side glass & door frames</i>			
1. dust			
2. wash			
<i>Furniture</i>			
1. wash (if applicable)			
2. polish			
3. vacuum (sofa, etc.)			
WASHROOMS, SHOWER & DRESSING ROOMS			
<i>Walls & ceilings</i>			
1. wash			
2. spot clean			
GYMNASIUM			
<i>Floor</i>			
1. wash			
2. polish			
3. wax			
<i>Walls</i>			
1. wash			
ALL STORAGE ROOMS			
<i>Floors</i>			
1. sweep			
2. spot clean			
3. wash			
4. wax			
5. strip			
<i>Walls & shelving</i>			
1. dust			
2. spot			

Please sign/date by yourself and administrator - fax to Tina Schierman (780) 618-3143 at Central Office when the "AS REQUESTED" items are completed

Name Signature Date

Administrator Signature

FORM 102-3		MONTHLY CUSTODIAL TIMESHEET				
Name _____		School _____				
		For Month of: _____				of 20
Date	Start Time	End Time	Start Time	End Time	Total Hrs.	Custodian Initial
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Note: To be completed and sent to the Maintenance Dept. at the end of every month.

Custodian Signature

Administrator Signature



Still have some questions.....

Please contact:

Kirk Pardy

Acting Division Facility Manager

Phone: (780) 624-2060 ext. 6144

Cell: 780-881-1153

Email: Wayne.Turpin@nsd61.ca

Tina Schierman

Maintenance Secretary

Phone: (780) 624-2060 ext. 6140

Email: Tina.Schierman@nsd61.ca