



Northland School Division Maintenance Department

2023-2024 School Year



Hillview School, East Prairie

Table of Contents

Welcome.....	3
Maintenance Department Organizational Chart.....	5
Maintenance Phone List.....	6
Schools By Area.....	7
School Pictures.....	8
Area Capacity by School.....	10
Maintenance Care.....	11
Appendix 1 - Security Form.....	17
Appendix 2 - Vandalism Form.....	18
Appendix 3 – Playground Inspection Report.....	19
Appendix 4 –Daily Custodian Cleaning Checklist.....	20
Additional Second Day Custodian Checklist.....	21
Holiday Custodian Cleaning Checklist.....	22
Custodial Monthly Timesheet.....	23
More Questions.....	24

Welcome to School Year 2023 - 2024

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 one maintenance shop over almost three hundred thousand square kilometers. Currently, the staff consists of the Division Facility Manager, Maintenance Secretary, one Area Maintenance Supervisor, two Carpenters, one Electrician, two Plumbers and one Maintenance Worker.

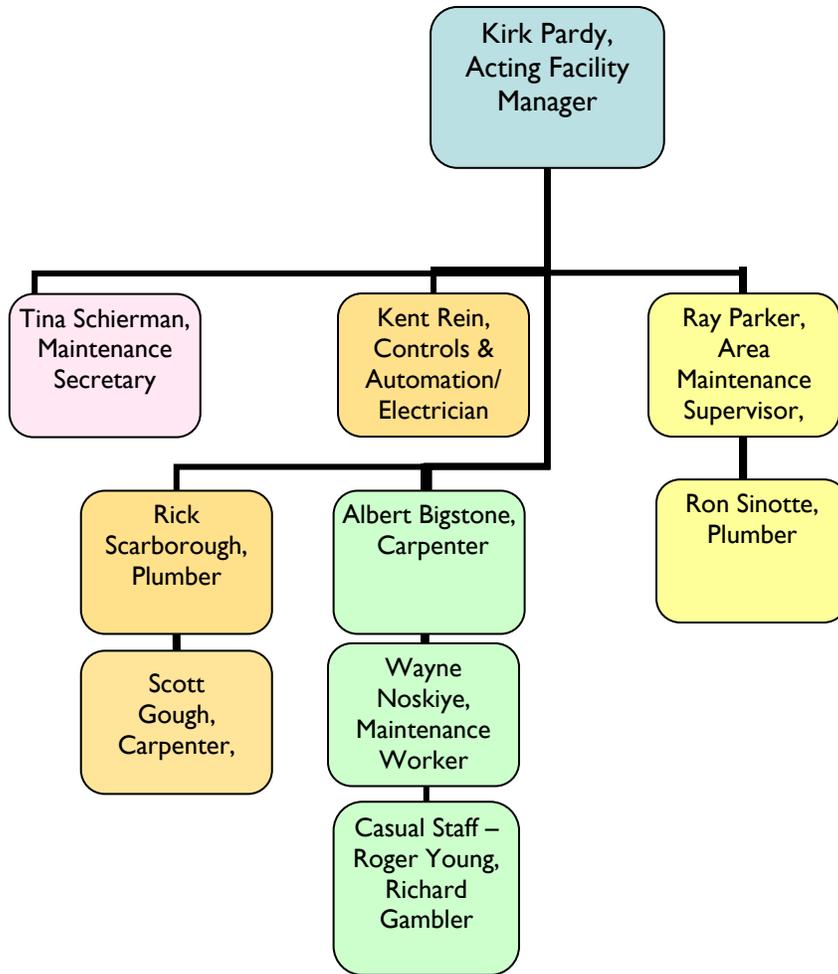
Welcome to the Division!

Kirk Pardy
Acting Division Facility Manager

Our last 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. Currently, we are in the midst of the construction of the new Mistassiniy School in Wabasca. Tentative opening date is early 2024.



Maintenance Department Organizational Chart



Maintenance Department Information Kit

MAINTENANCE DEPARTMENT PHONE LIST			
Central Office: 780-624-2060		Cell	Area
Kirk Pardy	Acting Facilities Manager	780-881-1253	
Tina Schierman	Maintenance Secretary	Ext. 6140	
Robert Simpson (IT)	IT Technician – Maint 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
Wayne Noskiye	Maintenance Worker	780-617-3151	2
Roger Young	Maintenance Worker	780-219-7396	2
Richard Gambler	Maintenance Worker	780-891-0291	2
Ray Parker	Area Maintenance Supervisor	780-799-5604	3
Ron Sinotte	Plumber	780-215-0213	3
		Office	Fax
Wabasca Office	Box 150 Wabasca T0G 2K0	780-891-3500	891-2406
Phone	780-624-2060 Ext. 6140		
Downstairs Fax	780-618-3143		
Upstairs Fax	780-624-5914		
Central Office Address	9809-77 Avenue Peace River, Alberta T8S 1C9		

Maintenance Department Information Kit

The Maintenance Department is separated into three areas with a maintenance shops in Wabasca.

Area 1 (West Side)

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)

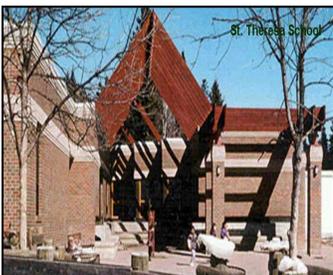
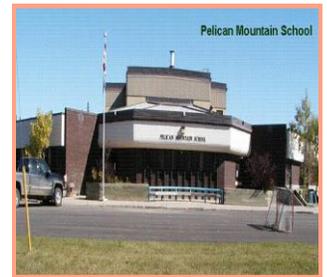
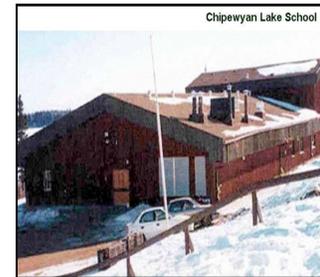
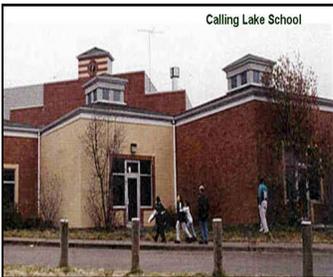
Anzac Community School, Anzac
Bill Woodward School, Anzac
Conklin Community School, Conklin
Conklin E-Learning, Conklin
Elizabeth School, Cold Lake
Father R. Perin School, Janvier
J.F. Dion School, Fishing Lake/Sputinow

Maintenance Department Information Kit

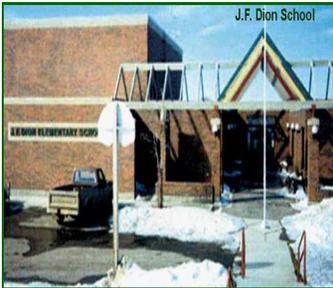
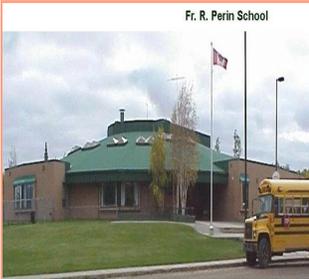
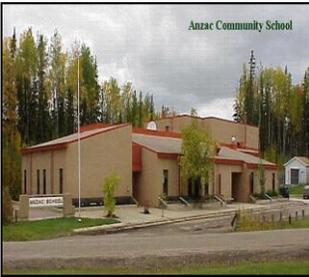
AREA 1



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

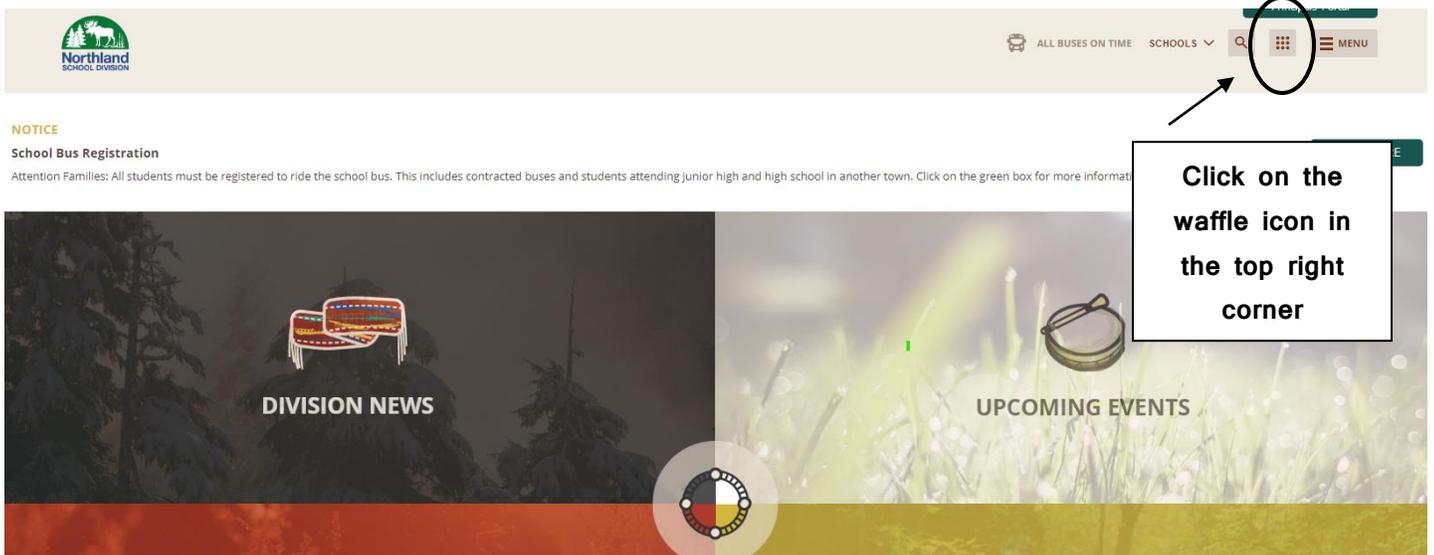
ALL MAINTENANCE REPAIR REQUESTS MUST BE SUBMITTED ONLINE

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."

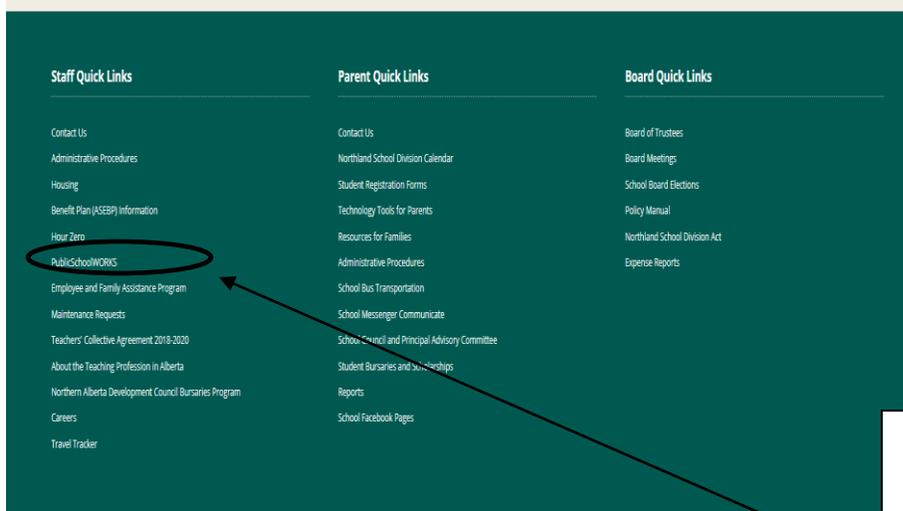
All work for schools should be submitted by the Principal or their designate.

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 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.



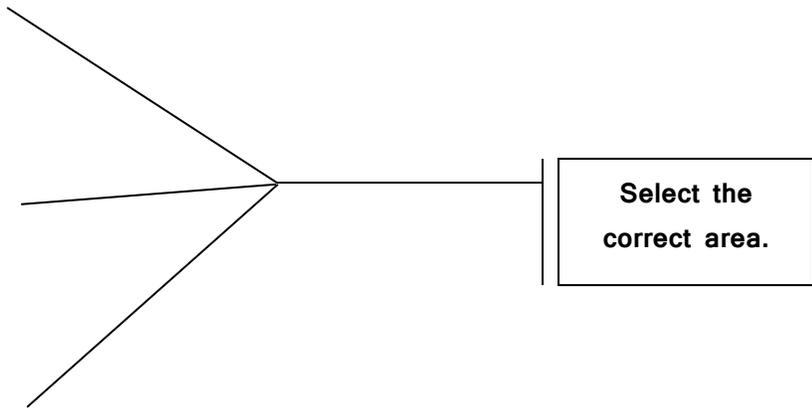
MAINTENANCE CARE LOGIN

Login to Maintenance Care

Area 1 Login Here

Area 2 Login Here

Area 3 Login Here



Submitting a Maintenance Repair Request

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



NSD No. 61 Area 1

MAINTENANCE REQUEST

The screenshot shows the 'Task Type' dropdown menu open, listing various maintenance categories such as 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, and Windows. A callout box points to this menu with the text 'Select what the request is'. Other form fields include Building Area, Room/Teacherage #, Your Name, and Your Email Address. There are 'Submit' and 'Reset' buttons at the bottom right, and a 'File Upload' section with 'Add files...', 'Cancel upload', and 'Delete' buttons at the bottom left.

Figure 1

The screenshot shows the 'Building Area' dropdown menu open, listing various schools and teacherage areas such as 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, and Teacherage 052 through 110. A callout box points to this menu with the text 'Select your school'. Other form fields include Room/Teacherage #, Your Name, and Your Email Address. There are 'Add files...' and 'Cancel upload' buttons at the bottom left.

Figure 2



NSD No. 61 Area 1

MAINTENANCE REQUEST

The screenshot shows the 'MAINTENANCE REQUEST' form. It includes fields for 'Task Type' and 'Building Area' (both dropdown menus), 'Room/Teacherage #' (text input), 'Details' (text area), 'Your Name' (text input with a person icon), and 'Your Email Address' (text input with an envelope icon). Below these is a 'File Upload' section with '+ Add files', 'Cancel upload', and 'Delete' buttons. A callout box with a black border and white background contains the text: 'Add your name and email address so you can check on the status of requests.' A line from the callout box points to the 'Your Name' and 'Your Email Address' fields. The 'Submit' and 'Reset' buttons are visible on the right side of the form.

Figure 3



NSD No. 61 Area 1

MAINTENANCE REQUEST

This screenshot is identical to Figure 3, showing the 'MAINTENANCE REQUEST' form. It includes fields for 'Task Type' and 'Building Area' (both dropdown menus), 'Room/Teacherage #' (text input), 'Details' (text area), 'Your Name' (text input with a person icon), and 'Your Email Address' (text input with an envelope icon). Below these is a 'File Upload' section with '+ Add files', 'Cancel upload', and 'Delete' buttons. Two callout boxes are present: one with a black border and white background containing the text 'Please provide a description.' with a line pointing to the 'Details' text area; and another with a black border and white background containing the text 'Pictures can also be uploaded to help describe the issue.' with a line pointing to the 'File Upload' section. The 'Submit' and 'Reset' buttons are visible on the right side of the form.

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



VANDALISM REPORT

Name of School: _____ **Date & Time of Incident:** _____

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).

PLEASE CHECK ONE:

School Vehicles/Equipment House 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 _____

A separate form must be completed for each incident or injury
Attach a separate sheet if additional space is required

Fax the completed form immediately to the Supervisor of Plant Operations EXCEPT Vehicle / Equipment Vandalism, which must be reported to the Transportation Department.

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	Start Time	End Time	Start Time	End Time	Start Time	End Time	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					

Maintenance Department Information Kit

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: Kirk.Pardy@nsd61.ca

Tina Schierman

Maintenance Secretary

Phone: (780) 624-2060 ext. 6140

Email: Tina.Schierman@nsd61.ca