

Requesting Work for School-Funded Projects

Design and Renewal and Maintenance Guideline

GU.FAC.009 Version 5.9 Requesting Work for School-Funded Projects

For: Principals, Superintendents of Education, Community Groups, School Councils, Facility Team Leaders, Caretakers and Project Supervisors

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Introduction

Schools often need help from Facility Services to undertake various types of work funded from school budget or fundraising— from the installation of basketball backstops to lunchroom tables and school ground projects. This procedure outlines the steps required to develop and implement a successful school-funded project. It describes:

- the types of work schools are eligible to pay for,
- options for funding,
- the process for requesting the work,
- the process for seeking approvals, if required.

Note: The term **Facility Services** refers to the following divisions: Operations, Design and Renewal, Maintenance, Sustainability and Planning.

Note: For maintenance and repairs: schools send requests to their Caretaker. The Head Caretaker is responsible for reporting all defects in the school plant and grounds and undertaking minor repairs. In addition, the Head Caretaker will initiate requests for repairs to furniture, appliances, and caretaking capital equipment. [GU.FAC.036 Maintenance Defects](#) for a list of maintenance priorities and response times.

A. What is a School-Funded Project?

A **school-funded project** is work that the school has identified as a priority and has funds to pay for, **either through the Principal’s school budget or through fundraising (including grants)**. School-funded projects do not include routine maintenance, emergency repairs or

major capital improvements such as roofing or boilers. A school-funded project can not result in a significant increase in school or TDSB operating or capital costs (e.g., air conditioners).

Options for Funding

School budgets

Schools can use the Principal's school budget to pay the materials costs of projects such as interactive whiteboards and lunchroom tables. A limited amount of funding is available annually from Facility Services to cover the labour costs of Principal school-budget funded projects. Material costs for school-budget-funded projects are paid for by the school.

Note:

- Within the available budget, Facility Services covers the **whole cost** of sports field line markings, refreshing existing games lines on asphalt in playgrounds, exterior and other painting, and first floor blinds. (For blinds on other floors, schools pay for the materials and Facility Services covers the labour costs.)
- *The TDSB has three programs to support schools in planting trees, installing bike racks, and water-bottle refilling stations. Applications for each program are accepted year-round and the installation timeframes are outlined on the [EcoSchools' website](#). Before filling out work requests for these items schools are encouraged to apply for these programs.
- *Requests for bike racks, trees, and water-bottle refilling stations outside of these programs must be submitted using the [Facilities Work Request Form](#) not by Notification. Schools will be responsible for funding both the unit and installation costs for these requests. The Customer Service Assistant (CSA) will forward the form to the Green Projects Team Leader, who will coordinate the work with the schedule for the existing programs.

Acceptable uses of the principal's school budget:

- lunchroom tables
- bulletin boards
- exterior signs
- power and data lines and outlets
- wireless access points
- interactive whiteboards
- scoreboards
- wall-mounted gym mats

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- basketball back-stops
- stage lighting
- blinds on the second floor and above
- new games lines on asphalt in playgrounds
- outdoor seating
- murals*
- tree planting*
- water-bottle refilling stations*
- bike racks*

Unacceptable uses of the Principal's school budget:

Maintenance and repairs such as replacing floor tiles and painting.

School fundraising

Schools can also choose to fundraise for projects that are not possible within the limitations of the Principal's school budget, such as school ground improvement projects. **The school fundraising group pays the entire cost of projects that it initiates.**

Acceptable uses of school fundraising:

- outdoor classrooms
- site furnishings (e.g., picnic tables, benches)
- play equipment
- scoreboards
- running track
- outdoor seating
- bike racks*
- tree planting*
- asphalt associated with playground enhancement
- new games lines on asphalt in playgrounds
- theatre seats and curtains
- murals*

Unacceptable uses of school fundraising according to policies set out by the Ontario Ministry of Education:

- any structural repairs
- sanitation, such as upgrading or installing washroom fixtures
- any emergency repairs

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- replacing flooring due to wear and tear
- field irrigation systems
- repairs to or replacement of existing asphalt
- parking lot extensions
- locker replacements
- air conditioning

Note: Monetary donations raised through fundraising may be eligible for charitable donation receipts. For more information, visit: [Monetary Donations](#).

Note: All monies raised through fundraising activities must be disbursed only for the purposes for which they were raised. Resources generated through fundraising activities must be used within a two-year period unless designated for a special purpose. [Toronto District School Board Fundraising Policy PO21 BUS, 3.10:r](#)

Note: Capital projects supported by fundraising proceeds should be complementary to publicly funded education, but not result in an increase in the student capacity of a school or an increase in school or TDSB operating or capital costs (e.g., air conditioners). For more information, please visit the [TDSB Fundraising Guide](#)

Note: According to policy set out by the Ontario Ministry of Education, schools are prohibited from using fundraising proceeds to support the following types of facility-related projects:

- Facility renewal, maintenance or upgrades funded through provincial grants such as structural repairs, sanitation, emergency repairs, or replacing flooring due to wear and tear.
- Infrastructure improvements that increase the student capacity of a school or are funded by provincial grants (e.g., classrooms, additions, gyms, labs).

B. Requesting Work

The school Principal will be the main contact at the school during the work request process, for both school-budget funded and school fundraising projects. However, they will work closely with the fundraising groups and include them in the process as required.

Most of the items listed as acceptable uses of the Principal's school budget and fundraising (on page 3) do not require additional levels of review or approval.

Exception: school ground projects require an on-site design consultation (see Part C.1).

For small school-funded projects—such as the installation of a small number of interactive whiteboards, bulletin boards, wireless access points, LAN drops, indoor murals, and outdoor basketball backstops—the Caretaker should submit a Notification with Cost Centre and GL number.

When a request is made by Notification, the role of the FTL is to use his or her expertise to provide as much scope and understanding of the project as possible. If a project that has been submitted as a Notification requires development, the FTL will provide direction on how to proceed (see *notifications below).

For medium-sized projects that require an estimate, or multiple trades—such as the installation of a scoreboard, benches, picnic tables, triple-hoop, and new game lines on asphalt in playgrounds—the Principal must fill out and sign the [Facilities Work Request Form](#) as outlined in more detail in Part E: Tracing the Path of the Facilities Work Request Form (page 14-16).

Note: *Notifications For work requests submitted by Notification, the FTL will either (1) direct the Notification to the appropriate MTL or (2) instruct the school to fill out a [Facilities Work Request form](#). The FTL will add the SAP Notification number to the Facility Services Work Request form, for tracking and documentation.

- If an MTL has sent a tradesperson to investigate, the Notification must be turned into a Work Order. If the MTL cannot arrange for the work to be done, the FTL will direct the school to fill out the [Facilities Work Request form](#). The FTL will include the SAP Work Order number on the form.

C. Requests Requiring Additional Levels of Review and/or Approval

School Ground Projects

Many school ground projects require additional review.

All small projects such as tree planting, gardens, storage containers, fencing, and outdoor classrooms and larger, more complex projects such as artificial turf, running tracks, new playground equipment, and/or site renovations require additional review. Complete and submit the [Request for a Viability Review Meeting](#) form.

Following the consultation, a report summarizing the recommendations will be sent to the school.

Note: As of January 1, 2016, the [Accessibility for Ontarians with Disabilities Act \(AODA\) Design of Public Spaces standards](#) are in effect for all redevelopment and new development of outdoor spaces in the public sector, including school boards. The standards require that consultation with the school and community be undertaken to confirm which accessibility requirements should be considered. The process for implementing the consultation will be outlined in the Terms of Reference received by schools undergoing the Viability Review process (see p. 8 for details)

Large, complex, or ambiguous projects and those involving changes to room use

Requests for work that fall into one or more of the following categories require a Viability Review:

- **Large** projects that require a significant capital investment (e.g., cricket pitches, artificial turf, extensive playground renovations, auditorium upgrades like new theatre seats)
- **Complex** projects that require design, pre-planning, permits, consultation, coordination, many trades, or are simply unusual in nature (play equipment removal and replacement, running tracks)
- **Ambiguous** projects where there is ambiguity about whether they would be acceptable from a policy point of view

- **Changes to Room/Space Use** school-funded projects that involve making any kind of change to how a room or any other kind of space is used. This does not include changes to room/space use due to enrollment growth.

Enrollment Growth: Requests for space improvements to accommodate enrollment growth, must be reviewed by the local Planning Officer. Planning will work with the Principal and Superintendent to provide a solution, which could involve internal re-organization, a portable, or a space improvement.

- To initiate this process, the Principal should contact the Superintendent to discuss the enrollment growth, the teaching staff allocation, the proposed school organization, and the proposed solution to accommodate the school organization. The Superintendent will contact the local Planning Officer to have the proposal reviewed. If an additional classroom is required due to enrollment growth the Superintendent will bring the request to CAT for review and potential funding.

Viability Reviews

For projects that require Viability Review, Principals (with the support of their Superintendent of Education) must request a Viability Review by completing, signing, and submitting the [Facilities Viability Review Request form](#).

Superintendents of Education (SOE) must also co-sign the Viability Review Request form.

Upon receiving the request, a Business Process Analyst (BPA) will schedule an onsite consultation at the school, after which notes summarizing the meeting will be sent to the Principal and SOE and copied to the Facility Team Leader.

If the Principal and SOE wish to proceed with the request, the BPA will submit draft Terms of Reference outlining the process for implementing the project to the Facilities Work Request Coordinating Committee and then to the Central Accommodation Team (CAT).

The Superintendent of Education will be invited to CAT to advocate for the project.

If CAT approves the request the Terms of Reference will be used as a road map for implementing the project.

Note: The Ministry of Education's 2012 Fundraising Guideline suggests that school boards require "viability reviews" for capital projects supported by fundraising activities.

- A major component of the Viability Review will be an assessment of the impact of the request on the TDSB's Long Term Program and Accommodation Strategy. Requests that conflict with the Strategy will not be approved.

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- Viability Reviews may also include consultation with staff in various departments (such as Special Education) as required to help inform and guide the outcome of the review.
- The Business Process Analyst will endeavour to keep the Facility Team Leader informed throughout the Viability Review and approvals process.

Senior Sponsor

For all projects approved by CAT, the Senior Manager of Sustainability will act as the Senior Sponsor of the project to monitor progress and help troubleshoot and resolve issues if needed.

Note: CAT typically only provides approval for the initial design phase of the project. Before the project can proceed to detailed design and/or construction, the proposal would have to be brought to the Capital Strategy and Property Management Committee for approval with the scope of work and costs established by Facilities.

- All changes to room/space use must be reported to the Drawing Records Specialist. Follow [GU.FAC.040 Additions, Renovations and Associated Changes in Room Use: Documenting and Reporting Changes](#).

Requests for Murals

Schools can undertake mural projects but require advanced approval. Project proposals must demonstrate the following.

- The project is the culmination of a rich and meaningful educational experience for students and that they are at the centre of the creative process.
- The Urban Indigenous Education Centre (UIEC) has been engaged prior to starting a project with an Indigenous focus.
- [Fire Code best practices and requirements](#) are followed.
- Collective agreements are respected.
- There is sufficient funding in place to cover all costs associated with their creation, and installation.

Schools wishing to undertake a mural project must request a [Viability Review Meeting](#) in the very early planning stages.

Please note that the review and approvals process for simple, interior mural projects is less onerous than for exterior murals or ones that are complex in nature. Make sure you are building in a lot of time for planning your project.

Also note that artists can only be selected from the list of TDSB Educational Partners.

Questions can be directed to Richard Christie, Senior Manager, Sustainability at richard.christie@tdsb.on.ca.

Requests to Install a Security System

Any new security system or security feature installed at a school must be compatible with its existing security system, and if possible, tied into it.

Any requests to install a security system must be reviewed and approved by the Caring and Safe Schools Advisor.

1. To have a security system installed or upgraded, the school Principal must contact the Caring and Safe Schools Advisor to request an onsite security consultation.
2. During the consultation, the school Principal, the FTL, and the Caring and Safe Schools Advisor will discuss the security needs of the school as a whole to determine the most suitable type of security system. If there is a tenant on site, a tenant representative should be consulted to ensure that the security needs of the whole site are being addressed.
3. The Caring and Safe Schools Advisor has the authority to decide if a system preferred by the school is permissible and meets the needs of the whole site.
4. During the consultation, the Caring and Safe Schools Advisor will describe the specific requirements of his or her recommended security system on the Facilities Work Request Form. The Caring and Safe School Advisor will sign the [Facilities Work Request Form](#) to indicate that he or she approves the installation of the system described.
5. The Principal will fax the Facilities Work Request form to the Facility Team Leader, with the appropriate signatures.

Requests to Install Air Conditioning

The TDSB may support the installation of air conditioning in existing computer rooms over the summer. If the school has a string instrument program, the instruments should be stored in an air-conditioned space. If the school has no air conditioning, an appropriate small storage space may be approved for air conditioning.

To submit this request, the school should complete a [Facilities Work Request Form](#). Before the request to install the air conditioning is approved, the FTL must validate that temperatures are consistently in excess of ~23°C when all existing means of cooling are in use.

The Principal can use the school budget to cover the cost of the air conditioning units. Labour costs for approved installations will be funded by Facility Services.

Note: The TDSB will not install new or replace broken window air-conditioning units (unless it fulfills the requirements above).

Educational Partnerships Requiring Changes to Facilities or Grounds

Sometimes schools want to undertake projects that involve a not-for-profit or commercial partner such as organizations that are willing to invest in a school building or grounds improvements in return for access to the space or any other benefit.

For projects that involve an external partner, please see [GU.FAC.051 Requesting Work for Partner-Funded Projects](#).

Requests to Install Signs

Schools may wish to install various types of outdoor signs either in-ground (read-o-graph or digital), wall-mounted, or post-mounted. Costs associated with the purchase and installation of signs is the responsibility of the school. Cost of installation depends on the size and location of the sign.

See the [TDSB Sign Catalogue](#) for examples of approved signs. If the sign that you would like is not in the catalogue, the Principal should consult with the FTL, complete the [Custom Sign Request](#) form and submit to the [Business Process Analyst](#). The Business Process Analyst will submit the Custom Sign Request to the Signage Committee, the Communications Department and the Site Design Coordinating Team for approval if required. The new sign will be submitted to Purchasing for inclusion in the Sign Catalogue if required. This does not apply to custom sandwich board signs, temporary signs, murals, or banners.

To reduce costs, the TDSB discourages illuminated read-o-graph signs, which are costly to install and maintain, use unnecessary energy, and are minimally effective. (In residential areas, City of Toronto bylaw restricts illumination to the hours of 7 a.m. and 9 p.m.).

The school should follow these steps:

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- Signs found in the [TDSB Signage Catalogue](#) can be purchased by the school office. Once the sign has been received, the Caretaker can submit a Notification to arrange for installation.
- **Exterior wall mounted signs, in-ground read-o-graph and digital signs** may require a City of Toronto permit and/or a City zoning variance. These must be requested via the [Facilities Work Request form](#). After the Facilities Work Request form is completed and submitted, contact the [Contract Specialist](#) for further direction.



Notes:

- **Banners** are often used as an inexpensive or temporary alternative to a sign. When banners are attached to the school building exterior, over time, will cause the building to deteriorate. To avoid this, Facility Services will not install banners or murals to the building exterior.
- **Banners and custom sandwich board (A-frame)** signs can be purchased from the TDSB sign vendor. The TDSB Creative Services Team can help with graphic design and will make sure your banner meets the [TDSB Brand Guidelines](#). This link will direct you to the [Request for Creative Services form](#), choose the graphic design option on the form.
- Signs erected on a tree are strictly prohibited in the City of Toronto under [Chapter 694-15](#).
- Regular traffic sized signs are permitted to be posted on a fence if the sign does not obstruct vehicle sightlines.
- **Scoreboards** can be purchased directly from the vendor of record by creating a Purchase Order in SAP. Requests for installation of scoreboards must be submitted using the [Facilities Work Request Form](#) not by notification. Schools will be responsible for funding both the unit and installation costs for these requests. Contact the [Contract Specialist](#) for more information.
- **Room Number Signs** in schools are identified in the emergency plans for Toronto Police Services and must not be changed. Requests from Principals to change room number signs shall be directed to the [Standards and Compliance Coordinator](#). Purchasing new room number signs to replace old signs is permitted when the room number does not change.
- If a sign is required to reflect a program change (e.g., school name or a regulation) or an address, the school is not required to initiate the sign request or pay for the sign.

These signs may require approval from CAT as well as a technical review. Please consult your superintendent. FTLs, please see [GU.FAC.038 Requesting Technical Design and Construction Services](#).

For Maintenance and Repairs to Appliances

1. Consult with the Caretaker to determine the source of the problem (e.g., it may be easily resolved, such as a breaker). If it is a plumbing or electrical power issue, the Caretaker will submit a Notification.
2. If the problem is with the appliance itself, call the dealer if the appliance is still under warranty.
3. While it is often more cost-effective to replace an appliance, the school may be able to arrange for a quote from a board-approved contractor to repair the appliance. The school must pay for the quote and the repair. To receive a list of TDSB-approved Appliance Vendors contact the [Purchasing and Distribution Services Department](#) or see the [Product Category Material Group Assignments list](#).
4. The school can arrange to have the appliance repaired off site.

Note: Please request that the Caretaker submit a Notification for hook-up of a new appliance in advance of the delivery date.

Requests to Install Non-Standard Technology

Non-standard technology systems or features are items that are **not listed** in the [TDSB Technology Catalogue](#) e.g., performance audio sound system mixers, video projectors, and theatre lighting. These systems often require capabilities of remote control with an iPad or PC using a wired or wireless network.

To ensure the integrity, security, and functionality of the TDSB computing environment is maintained, unauthorized devices are not permitted on the TDSB network. See section 4.4.7 of [PR571 Code of On-line Conduct](#). Non-standard technology systems must be compatible with the existing system/network.

Any requests to install a non-standard technology must be reviewed and approved by the TDSB In-House Construction Department.

1. To have a non-standard technology system installed or upgraded, the school Principal must complete and submit the [Facilities Work Request Form](#).
2. The In-House Construction Estimator will discuss the technology needs of the school with the Principal and identify the most suitable type of technology system that is available from TDSB approved vendors.

3. The In-House Construction Estimator has the authority to decide if a system preferred by the school is permissible and meets the needs of the whole site, with a preference to use equipment from the approved list in the [TDSB Technology Catalogue](#).
4. The In-House Construction Estimator will advise the school Principal that IT Support will not be provided for non-standard equipment and that such equipment may not be connected to the TDSB corporate computer network.
5. During the consultation, the In-House Construction Estimator will describe the specific requirements of the recommended technology system.
6. The In-House Construction Estimator will provide the Principal with the component and equipment list with pricing from one TDSB approved vendor and will connect the Principal with the Purchasing Contract Specialist to gain two competitive bids.
7. The Principal will consult with the Purchasing Contract Specialist to place the order.
8. When the new technology system is delivered, the In-House Construction Estimator will direct the request for installation.

D. Submitting Facilities Work Request Form

There are two ways that [Facilities Work Request Form](#) can be submitted. For most projects, the Principal completes and submits the [Facilities Work Request Form](#) (see Step 1).

E. Tracing the Path of the Facilities Work Request Form

Step	Action	Notes
1	The school requesting the service fills out the Facilities Work Request Form .	Be sure to indicate the funding source by selecting either “school budget” or “school fundraising” from the four boxes at the top of the form.
2	The Principal approves and signs the Facilities Work Request Form .	
3	<p>The Principal forwards the request form to the Facility Team Leader (FTL) for review.</p> <p>If the work request began as a Notification, the SAP Notification number must be included on the Facilities Work Request form.</p>	<p>If further clarification is needed, the FTL will discuss the request with the school Principal before submitting it to the CSA.</p> <p>The FTL will determine if the work will be done by Maintenance or if it will be forwarded to In-House Construction.</p> <p>If it is a maintenance issue, the FTL will go back to the Caretaker and ask that a Notification be created for the work or request that the Caretaker perform the work under Schedule A.</p> <p>The Maintenance department may also do small improvements that do not exceed two hours of trades time and do not involve multiple trades staff, e.g., plumber, carpenter, electrician. The FTL will ask the Caretaker to submit a Notification (including Cost Centre and GL) for small improvements.</p> <p>When work will be done by Maintenance, the FTL must discard the Facilities Work Request form.</p>

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4	The FTL sends applicable Facilities Work Request forms to a Customer Service Assistant (CSA) for logging and tracking. The CSA will confirm receipt of the form with the FTL, with a reference number, which will be communicated to the Principal.	
5	The CSA gives the request to a Board Estimator.	<p>To prepare the estimate, the Estimator may need to contact the school Principal by phone or in person.</p> <p>The Estimator may require the assistance of a trades person to assess the project. A Notification may be created in order to charge the assessment, if required. The notification number will be added to the Facilities Work Request Form.</p>
6	If a design is not required , the Estimator will provide the CSA with the estimate. The CSA will forward the estimate to the Principal and copy the FTL.	<p>The Principal will either:</p> <ul style="list-style-type: none"> • Approve the estimate and proceed, • Modify the scope of the project or their budget as required, or • Cancel the project.
7	If a design is required , the Estimator will inform the school that they need to complete a Facilities Viability Review Request Form .	The Estimator will copy the FTL, CSA, BPA, and Senior sponsor in this correspondence to keep them informed.
8	Once the project is approved by the Principal and paid for by the school, Design and Renewal will assign a TDSB Project Supervisor if it has not already done so.	The Project Supervisor will keep the Principal and the FTL up to date about the project schedule.
9	The project is executed according to TDSB guidelines and procedures (including the TDSB's Purchasing Policy).	

F. Paying for Your Project

Requests by Notification

Caretaker must include the appropriate Cost Centre and GL (General Ledger) on the Notification. (See Section B.)

Requests by Facilities Work Request Form

For work paid by the Principal's school budget, the school provides an appropriate Cost Centre and GL (General Ledger) and forwards it to the Customer Service Assistant (CSA) in the Construction department.

For work paid for by school fundraising, cash and donations are typically deposited into a school bank account, and then the school sends a cheque payable to the "Toronto District School Board" to the CSA before work begins.

Related Documents

- [GU.FAC.051 Requesting Work for Partner-Funded Projects](#)
- [GU.FAC.045 Tenant Work Requests](#)
- [GU.FAC.036 Maintenance Defects](#)
- [Facilities Work Request Form](#)
- [Facilities Viability Review Request Form](#)