

BUSINESS - SCHOOL OPERATIONS

Responsibility for Fixed and Non-Fixed Physical Education Equipment

1.0 Introduction

- 1.1 This procedure identifies the person responsible, whether the Principal or Manager of Maintenance, for the maintenance, repair, and replacement of fixed and non-fixed gymnasium equipment.
- 1.2 In addition, this procedure addresses the issue of standardizing inspections such that corrective action is taken promptly and effectively without detriment to the health and safety of students and staff.

2.0 Responsibility

2.1 Indoor Fixed Physical Education Equipment:

The identification of each item and the responsibility for maintenance, repair and replacement including the funding involved are indicated below:

<u>ITEM</u>	<u>SCHOOL PRINCIPAL'S RESPONSIBILITY</u>	<u>MANAGER OF MAINTENANCE RESPONSIBILITY</u>
Basketball Backstops	Backboard, net & hoop*	Cables, winches, & attachments
Bleachers		Maintenance, repair & replacement
Gym Floor Sockets	If repositioning necessary*	Maintenance, repair & replacement
Floor Plates	If repositioning necessary*	Maintenance, repair & replacement
Rings-Still/ Flying	Repair, replacement	
Folding Climbers	Repair, replacement	
Mat Hangers	Repair, replacement	
Archery Nets	Repair, replacement	
Scoreboards	Repair, replacement	
Climbing Ropes	Repair, replacement	

***Note:** Principal must co-ordinate reinstallation with Manager of Maintenance.

2.2 Indoor Non-Fixed Physical Education Equipment:

This equipment, as indicated below, is the sole responsibility of the School Principal. Upkeep, repair and replacement costs rest with the school.

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| . Volleyball Posts | . Vaulting Boxes (Box Horse) |
| . High Jump Standards | . Bar Boxes |
| . Portable Game Standards | . Pommel Horse |
| . Mats | . Bent Boards & Springboards |
| . Wrestling Mats & Covers | . Horizontal Bars |
| . Portable Pits/Crash Pads | . Parallel Bars |
| . Mat and Ball Carriers | . Cable-Type Uneven Bars |
| . Goals/Indoor Heavy Duty | . Agility Tables |
| . Trampolines | . Trestle Equipment |
| . Balance Beams | . Weight Machines |
| . Balance Benches | |

3.0 **Inspections**

- 3.1 Each year the Manager of Maintenance will be responsible for initiating annual inspections for all schools via a reputable contractor. The Manager of Maintenance will ensure that the contractor inspections commence by June 1 and end by June 30 each year. In addition, the Manager of Maintenance will be responsible for consolidating all school inspections and for submitting them to either the appropriate Department of Plant or School Principal, as applicable, for corrective action.

4.0 **Note to Principals**

- 4.1 The Contractor will contact the School Principal to arrange a date and time to perform inspection of Physical Education equipment with the Physical Education Department or, as applicable, with the teacher responsible for physical education in the Elementary Panel.
- 4.2 The inspection report is to be signed by the Head of the Physical Education Department or, as described above, by the designated teacher in Elementary verifying that the inspection of Physical Education equipment has been completed in their presence.

Appendix:

None

Effective Date

94-03-01

Amended/Reviewed

95-06-27

2006-08-02

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