

“Our Children
Are Our Future”



OPERATIONS AND MAINTENANCE

KAINAYSSINI

The creator put on this earth all peoples with a unique culture and language to occupy a specific territory of land to fulfill his purpose for creation. Thus WE, THE MEMBERS OF KAINAAWA, a member of the Blackfoot Confederacy; speak the Blackfoot language; among other things, hold Ninastako and Mookowanssini as sacred monuments; which among other beliefs include the Sundance; socially and tribally organized into extended families, clans and tribes; govern ourselves accordingly to customs given to our people by the creator; presently occupying the Blood Indian Reserve lying between the Belly River and St Mary's Rivers; To maintain ourselves under the guidance of the Creator; To initiate a sense of responsibility to our people and nation; To continue to seek better means of survival; To provide for an orderly and accepted way of carrying on our culture; To allow for freedom of expression and diversity; and in general, to promote the rights, powers and welfare of our Nation; under the powers we hold as a sovereign people, do ordain and establish the 'TRIBAL SYSTEM'.

DECLARATION OF THE ELDERS OF THE BLOOD INDIAN NATION

***WHEREAS** the Declaration of the First Nation, as adopted by the Chiefs of Canada to which our Chief, Roy Fox is a signatory, express the philosophy of the Elders of the Blood Indian Nation.*

***AND WHEREAS** the Elders recognize that the Blood Nation has always existed as a Nation from time immemorial;*

***AND WHEREAS** the Elders recognize that the Blood Indians have always had control over its lands and over its religious, political, economic and cultural destinies; including the right to establish laws and exercise jurisdiction over our territories and resources without interference;*

***AND WHEREAS** the Elders recognize the trust held by our Chief and Council to protect our inherent rights given to us by our Creator for our children and for generations to come;*

***AND WHEREAS** the Elders are desirous of ensuring that the Chief and Council of our Nation are responsible for and accountable to the membership of the Blood Indian Nation as represented by a responsible Indian Government;*

***NOW THEREFORE**, the Elders of the Blood Indian Nation hereby declare that the leaders of our nation ensure to its membership the following:*

- 1. To ensure that the spirit and intent of Treaty #7 be fulfilled and protected, of which our ancestors were signatories.*
- 2. The protection and assertion of our inherent right to govern ourselves and the right to self-determination be maintained by codifying those traditional and customary values and beliefs as practiced by our people, who recognize the principle of the supremacy of the Creator.*
- 3. To fulfill the obligations and responsibilities entrusted to the Chief and Council by the membership in working toward the best interests of the Blood Indian Nation.*
- 4. To enhance the pursuit and retrieval of alienated rights and lands that rightfully belonged to our Nation and safeguard ALL rights and lands against present and future intrusion.*
- 5. To protect and maintain our aboriginal rights, and especially those aboriginal rights to the land*

**THE ELDERS OF THE BLOOD INDIAN NATION HEREBY
RATIFY AND CONFIRM THIS DECLARATION**

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Strategic Planning

Goals

The Kainai Board of Education provides educational facilities on the Blood Tribe. To achieve Healthy Growing Minds, we need to have a safe comfortable environment and protect our cultural Heritage so our students can be successful community members and leaders of tomorrow.

The Kainai Board of Education operates in 5 schools. We address the needs of the students and further required additional facilities in the future to meet the growing demands of education.

Our population has grown in the last decade to approximately 13,000. Over the years, the enrolment has risen and we are experiencing over-crowding considering the movement of family.

The operations & Maintenance Department is budgeted to operate facilities as per INAC Funding and Band FTA Agreements. We are limited in staffing, equipment and storage space.

Our over-all budget is limited to minor repairs, utilities and minor capital projects for operations.

To balance our needs and requirements the Operations and Maintenance we are basically subsidized by other program dollars.

We have been making improvements along the way.

Building additional schools and additions to schools we certainly try to achieve our goals by Fiscal control and Strategic Planning. We are trying to develop our capital planning for the next 5 years.

We are working towards a Capital plan for Kainai Board of Education, by identifying the needs of the schools and to prioritize the planning process.

By developing a need assessment and evaluation process we may need additional consultants and feasibility studies to achieve our current goals and objectives.

This plan is to include all our staff and Administration. We will need the support from the Board, with our leadership support we can begin moving forward.

The Purpose

The guidelines and recommendations are ultimately aimed to helping the Educational Facility Managers to operate Maintenance and Operation Program in the most cost effective, efficient and productive manner.

Financial Planning to educational priorities must be established and approved by Superintendent and Finance Manager and Board.

Objectives

The objectives are to be developed by the group or the Ad-Hoc Committee in the future planning projects.

The Operation & Maintenance of our schools are subject to meet the criteria of Health & Safety. The Blood Tribe Department of Health, the Blood Tribe Emergency Protection Services and the Blood Tribe Police Services help to ensure the safety of the public and our students.

Objectives for Capital Planning Ad-Hoc Committee

- ✚ To develop Guidelines in the planning process
- ✚ To develop planning for the future development of capital projects
- ✚ To use as guidelines for budgeting purposes
- ✚ To establish a document for Capital Funding from INAC
- ✚ To use as a recommendation process in developing Capital Projects for future goals and objectives

Roles and Responsibilities

In general, our day to day operations are supervised by the School principals and they also ensure that all schools are clean daily and they oversee and meet the Standards of Health and Safety,

The role of the Maintenance Supervisor is to provide the necessary equipment, supplies, training, and booking service and repairs for consistent operations.

Also, to develop a preventative maintenance program, to schedule repairs and building inspection maintenance, to oversee maintenance tasks are completed by O&M staff (see manuals, preventative maintenance tasks – weekly, monthly, semi-annually), to develop ongoing services and contact lists and to review service agreements.

Evaluating process

Schools are usually evaluated by overall inspections by TSAG and sent to INAC for review. Results are sent back to Kainai Board of Education and Maintenance supervisor.

The Blood Tribe Department of Health also inspects the schools and day cares on an annual basis.

School evaluations of the system usually happen every 3 to 5 years.

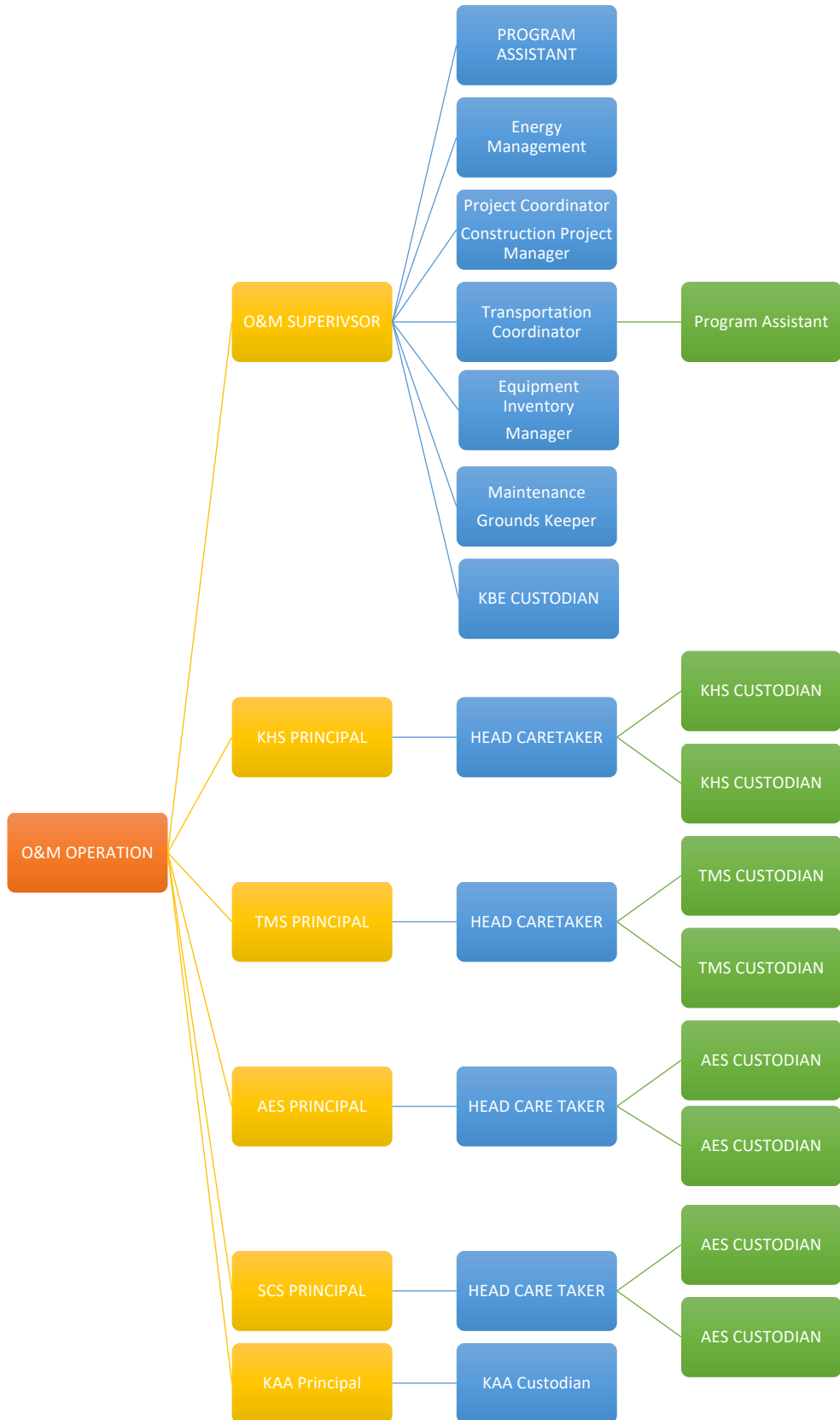
The custodian staff is to be evaluated by their supervisors which are the school principals on a yearly basis.

Recommendations from the Capital Ad-Hoc Planning Committee

We the committee recommend that a feasibility study for Aahsoapi Elementary School to be the priority fir the Capital Budgeting and Board approval to begin study for 2017/2018 School year.

- A. Wave Bidding Process
- B. Use INAC surplus dollars to pay for the feasibility study
- C. New school for Aahsoapi

O&M CHAIN OF COMMAND:
 ALL PERSONNEL REPORT TO THEIR IMMEDIATE SUPERVISORS FOR ALL REQUESTS.
 O&M SUPERVISOR OVERSEES O&M PERSONNEL IN COLLABORATION WITH PRINCIPALS





KAINAI BOARD OF EDUCATION

Operations & Maintenance Supervisor

OPERATIONS & MAINTENANCE RESPONSIBILITIES

Capital Project Manager
O&M Supervisor
Energy Management Coordinator

Oversee the Following:

- Staffing.
- Energy Management Systems.
- All mechanical repairs and operations.
- Emergency equipment/Fire/Sprinklers.
- O & M Vehicle Inspections.
- School Maintenance repairs.
- Minor and capital repairs.
- Oversee budget expenditures.
- Coding/invoicing/approving purchases.
- Ordering janitorial equipment & supplies.
- Facility management of following facilities:
 - Child Development Center
 - Kainai High School
 - Tatsikiisaapo'p Middle School
 - Aahsoapi Elementary
 - Saipoyi Elementary
 - Kainai Board Office
 - 40 acres of irrigation (sprinkler)
 - Schedule services and maintain lawn equipment
- Training O&M staff members.
- Inspection on repairs.
- Office management/personnel.
- Directly working with principals on operations and maintenance concerns.

Schedule the following:

- Boiler Safety Inspection.
- Fire Alarm devices.
- Health and Safety Inspection.
- Cafeteria equipment repairs schedule.
- Schedule all mechanical repairs.
- Electrical repairs, inspect, & service call schedule.
- Meeting with Finance Manager to review cost estimations.
- Hire new staff/orientation/training.
- Evaluations coordination for school site.
- Evaluations of programs.
- Assist in special projects/school events.
- Coordinate daily duties/weekly/monthly schedule for Tom Healy EMMS Coordinator.
- Make sure all buildings are cleaned to the Kainai Board of Education and Public Building Standards.
- Saipoyi new school planning process.
- Emergency operations planning – (B.T.H. Fire)
- Blood Tribe Administration Steering committee member (B.T.A. Planning)
- Blood Tribe Administration Public Works/Lands Department; Dealing with problems in relation to education safety.
- P.R. for Public – e.g. – Job Openings/New School
Job Requests
- Inventory for Trades people.
- Follow up on Teacher complaints/requests.
- Quotations on parts/materials/projects.
- Estimation on cost for projects.
- Assist with obtaining funding for projects from I.N.A.C.
- Working with I.N.A.C. on school projects.
- Parcel pickup at post offices.

Daily Duties:

- Opening up office
 - Security (KBE Office)
 - Assist other staff members
 - Work with other staff members (Dept)
- Filing reports/keeping records.
 - Snow Removal (winter months)
 - Assist with daily operations.
 - Consult with O&M Staff.
 - Inspect School:
 - Check Repairs

- Scheduling repairs
- Check on Saipoyi addition custodian.
- Check on EMS Programs.
- Invoicing.
- Repairs on equipment:
 - Snow removal tractors
 - Tractors
 - O&M fleet
- Assist with IT Installations:
 - Communications Equipment.
- Ad-Hoc Capital Planning.
- Supervision: Sushanna Curly Rider and Melissa Willows.
- Scheduling semi-annual for school van (Supervisors)
- Approving casual staff employment.

- Finance:
 - Spending
 - Budget reviews
 - Coding invoices
 - Statement approval
 - Capital Projects Approval

- Evaluations:
 - O&M Staff
 - New Employees
 - Interviews

- Special Education:
 - Oversee Handicap Equipment is operating safely
 - Assist with special needs

- Hiring Summer Students:
 - Schedules
 - Interviews
 - Supervision

All other:

- -Review Timesheet for O&M staff.
- -Handle personnel problems/and discipline.
- -Review personnel grievances with staff members.
- -Ensure all supplies are available at all times.
- -Ordering parts & picking up parcels.
- -Shipping and receiving duties.
- -Report damages to supervisors.
- -Organize O&M Meeting.
- -Schedule holidays.
- -Schedule maintenance repairs.
- -Reports.



KAINAI BOARD OF EDUCATION

JOB DESCRIPTION

Position: Head Caretaker

Report directly to Principal

Purpose and Accountability:

The Head Caretaker will direct, organize and participate in the care of assigned school and site. Responsible for overall facility operation: inclusive to the supervisor.

Duties:

1. Participates in the care of school, grounds, lawns, shrubs or other functions/activities, as directed by the supervisor.
2. Custodian trains employees in the proper method of cleaning and sanitation, following guidelines established by Alberta health standards
3. Supervise the janitorial staff and participate in daily janitorial duties, as specified by the Supervisor.
4. Perform all preventative maintenance duties specified in daily, weekly, bi-weekly, and/or monthly schedule.
5. Head caretaker must keep track and record all maintenance activities, file them and report them to the O&M supervisor and/or Principal.
6. Ensure the school facility is safe and secure at all times, inclusive when in use. All security breaches should be reported to the O&M Supervisor and the Principal.
7. Daily Inspections of the school buildings.
8. Initiate and supervise all maintenance procedures and operational servicing.
9. In conjunction with O&M supervisor and principal, order equipment materials, supplies and repairs to the building, furniture and equipment.
10. Distributes and delivers all supplies and material for maintenance and caretaking to the school.
11. Submit written reports on subordinates when requested.
12. Keeps all equipment inventory of the facility
13. Produce all required work orders

Requirements:

1. Knowledge and experience of the custodian role
2. Able to lift heavy object (30lbs or more)
3. In good physical condition
4. Proven inventory control skills
5. Knowledge of safe disposal of chemicals and any other hazardous materials
6. Attention to detail
7. Familiarity with basic landscaping and handyman practices
8. Reliable and able to work evenings and weekends
9. Strong verbal and written communication skills.
10. Post secondary...

Date: _____

Name: _____ Signature: _____



KAINAI BOARD OF EDUCATION

JOB DESCRIPTION

Position: Custodian

Report directly to Head Caretaker

Purpose and Accountability:

The **Custodians**, keep building clean. **Custodians** spend their days picking up trash, sweeping, mopping, vacuuming, or using industrial cleaning equipment to clean floors, cleaning and stocking bathrooms, making sure buildings are secure, cleaning windows, and minor building maintenance and repairs.

Duties:

1. Ensure spaces are prepared for the next day by taking out the trash, tidying furniture and dusting surfaces.
2. Perform routine cleaning tasks based on a schedule created by head caretaker and/or O&M supervisor.
3. Use cleaning supplies and equipment to keep interior of building looking clean and professional.
4. Sweep and mop floors, and vacuum carpets.
5. Wipe mirrors and windows.
6. Maintain outer premises by watering plants, mowing lawns, cleaning entrances,
7. Utilize insecticides to prevent infestation by dangerous pests.
8. Perform maintenance and minor repairs: replace broken switches, fix broken handles, fix minor leaks, etc.
9. Respond to repair requests immediately.
10. Report major damages to supervisor
11. Secure facilities after operating hours by locking doors, closing windows and setting alarms.
12. Outside maintenance (shovel snow, clear sidewalks from any debris, clear playground of any harmful items)
13. Keep running inventory of all cleaning supplies and submit for supply requests

14. Adhere to the KBE safety policies to create a safe work environment for everyone.

Requirements:

11. Knowledge and experience of the custodian role
12. Able to lift heavy object (30lbs or more)
13. In good physical condition
14. Proven inventory control skills
15. Knowledge of safe disposal of chemicals and any other hazardous materials
16. Attention to detail
17. Familiarity with basic landscaping and handyman practices
18. High school diploma preferred but not required.
19. Reliable and able to work evenings and weekends
20. Strong verbal and written communication skills.

Date: _____

Name: _____ Signature: _____



Policy and Procedures

Refer to KBE Policy and procedure Manual. Section 300

Supervision of Personnel (*Page 1 of KBE manual*)

Evaluation Process (*Page 10 of KBE manual*)

Scheduling of Vacation Leave (*Page 14 of KBE manual*)

Code of Ethics (*Page 15 of KBE manual*)

The Policy should be available at all schools for viewing or contact your immediate supervisor.



KAINAI BOARD OF EDUCATION
OPERATION AND MAINTENANCE- CUSTODIAL
EMPLOYEE EVALUATION FORM

DEPARTMENT/SCHOOL: _____

Employee: _____ Position: _____

1. Do you understand your job?
 - A) Are assignments clear?
 - B) Is there enough/too much work?
 - C) Do you have a job description?

Comments: _____

2. Are your daily tasks consistent with your description?

3. Do you have adequate resources to do your job?

- Equipment and supplies?
- Other staff assistance?
- In-service training

4. Considering your job:

- What do you do best?
- What is most difficult?
- What do you find unpleasant about your job?

- What do you find most pleasant?

5. What changes would you like to see?

6. How can we improve office efficiency?

7. Does your job give satisfaction and a feeling of accomplishment?

8. On a scale of 1 to 5 how would you rate the following?

	Poor	Fair	Ave.	Good	Excellent
A) Inter office communication	1	2	3	4	5
B) Overall staff attitudes	1	2	3	4	5
C) Job security	1	2	3	4	5
D) Importance of your job	1	2	3	4	5
E) In-service training	1	2	3	4	5
F) Your salary	1	2	3	4	5
G) Consideration of your concerns/suggestions	1	2	3	4	5
H) Rapport with other staff members	1	2	3	4	5
I) Overall staff attendance	1	2	3	4	5
J) Your own attendance	1	2	3	4	5
K) Your supervisors effectiveness	1	2	3	4	5

O&M Shift Schedules

Head Caretaker	7:00- 3:30 PM
Custodial Staff	11:00- 7:00 PM
Custodial Staff 2	4:00- 12:00 AM
Part-time Care Taker	3:00- 7:00 PM

2-15 minute breaks, 30 minutes for Lunch

Summer school Vacation shift for all: 7:00AM - 4:00 PM

PRINCIPAL CAN ALTER SHIFTS TO PROVIDE SERVICE FOR SPECIAL EVENTS.

Eg. Pow-wow's, grads, etc. provide a minimum of 2 days notice

Overtime will not be paid under most circumstances. Exceptions would be: mechanical failures, flooding, etc.

All overtime must be approved by immediate supervisor



PREVENTATIVE MAINTENANCE

WORK SITE ASSESSMENT AND CHECKLIST

SCHOOL/BUILDING: _____ DATE: _____

Activity	Y	N	Action taken
Check Building lighting			
Light covers are not cracked or missing			
Pavement, curb, walkway ok			
Parking areas and walkway are free of debris			
Sidewalks are free of debris and cracks			
Entry is free of trip hazards			
Entry area floor, walls, glass are clean and free of odors			
Doors close securely and are in good repair			
Door surface and glass are clean			
Check Building, water			
Sinks have running water			
Sinks are free of leaks, corrosion, stoppage and odors			
Toilets/ urinals are in working order			
Inspect visible pipes for leaks. Inside and outside			
Toilets/urinals are free of leaks, corrosion, stoppage and odors			
Floor is clean, dry and free of debris			
Inspect perimeter gates and fencing			
Inspect fire doors and fire exits			
Inspect playground			
Check fire alarm call points and panels			
Record/Log all Utility Meter readings			
Check building Heating and cooling system; change filters when necessary			
Check building security			
Check for property damage			
Ensure exits can be opened			
Kitchen Exhaust Fan			
Doors: Lubricate hinges			
Check window and door tracks			
Check basement or crawlspace			



CLEANING CHECK LIST

	DAILY	WEEKLY	MONTHLY	Complete	Date and Initial
CLASSROOMS/ OFFICES					
Vacuum all carpet areas	✓				
Sweep and wash all hard surface flooring	✓				
Spot clean all interior glass	✓				
Clean and sanitize open desk surfaces	✓				
Clean and sanitize keyboard, mouse, and telephone	✓				
Dust computer monitors		✓			
Spot clean walls	✓				
Clean and sanitize all touch points	✓				
Dust all horizontal surfaces up to 6 ft	✓				
Dust all horizontal surfaces up to 12 ft			✓		
Empty and re-line all waste receptacles	✓				
Spot clean receptacles inside and out	✓				
Recycle paper waste	✓				
Detail floor edges, corners and under desk		✓			
Vacuum all upholstered furniture		✓			
Dust all vertical surfaces		✓			
Dust window coverings			✓		
Detail topside and underneath of office chair mats			✓		
Detail all walls			✓		
Detail all glass			✓		
Detail between furniture and wall			✓		
WASHROOMS					
Sweep and wash all hard surface flooring	✓				
Clean and disinfect all toilets and urinals	✓				
Remove uric acid on porcelain	✓				
Clean and disinfect all sinks, faucets, and counters	✓				
Remove all lime scale	✓				
Clean and disinfect all door handles and light switches	✓				
Clean all mirrors	✓				
Polish all bright work	✓				
Spot clean cabinetry and shelves	✓				
Spot clean all walls and partitions	✓				
Replenish all consumables	✓				
Dust all horizontal surfaces up to 6 ft	✓				
dust all horizontal surfaces up tp 12 ft		✓			
Remove all graffiti from walls and partitions	✓				
Empty and re-line waste receptacles	✓				
clean and sanitize waste receptacles inside and out	✓				
Dust all ceiling air vents			✓		
Detail floor edges, corners and behind toilets		✓			

Maintenance Request Form

Complete this maintenance request form to submit a request or a problem at your school. *(Send completed form to principal, send a copy to Central Office)*

Name: _____

Email: (if applicable) _____ Phone Number: _____

School: _____

What type of Maintenance do you need: Routine _____ or Emergency _____

Request: (please describe) _____

Date Problem Occurred: _____

Signature: _____ Date: _____

To Be Completed by Office

Date Received: _____ Date work Completed: _____

Work Completed by: _____ Signature: _____



_____ School name

Supply Request Form (fax or email to KBE board office once complete)

Requested by: _____ Date: _____
Staff Name

Supplier: _____ Phone #: _____

Quantity	SKU	Item



Principal/Supervisor Approval: _____ Date: _____
Signature

Office use

Ordered by: _____ Date: _____

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Work Plans for FY 2018-2019

Expected Outputs	Annual Target/Deliverables	Planned Activities	Timeframe				Planned Inputs Budget
			Q1	Q2	Q3	Q4	
Operations and Maintenance of all KBE educational facilities	Ensure Safety of all personnel Comply with all building and safety codes Ensure cleanliness of all buildings Accommodate growing population Operate facilities w/ ISC funding and Bond FTA agreements Make improvements when necessary Fire safety annual inspections Preventative maintenance- HVAC Preventative maintenance budget management	Supervise daily inspections/operations Daily Assist day to day operations: custodians, caretakers.. Daily monitor energy management system daily Capital Ad hoc meetings as per scheduled April admin meetings 2018-03-04 May Admin Meeting 2018-07-05 June Admin Meeting 2018-04-06 Arrange service work when needed Meet regularly with finance, follow budget Monthly Meet with other admin staff for O&M issues when needed Meet with O&M Staff quarterly security daily repairs, maintenance and janitorial supplies ongoing Preventative Maintenance annual	X				\$ 18,067.36 Repairs and Msintenance KHS \$ 10,384.09 Repairs and Msintenance SCS \$ 11,450.21 Repairs and Msintenance AES \$ 13,572.13 Repairs and Msintenance TMS \$ 1,364.57 Repairs and Msintenance FYTD KBE
Operations and maintenance of all KBE educational facilities	Health and safety items from Feasibility study Capital Planning Secure funding from ISC-request for reimbursements Work on recommendations from FS Ensure o&m staff have better communication Improve telecommunications at the schools More control of budget- prioritize projects Capital planning: New Ashsoopi school	Daily inspections/operations Daily Supervise day to day operations Daily Monitor energy management system Daily Blow out irrigation Sept 13-21 Capital Ad hoc committee meeting July 30/18 Capital ad hoc Committee Meeting August 21/18 Capital Ad hoc Committee Meeting 8/27/18 Supervise daily custodial work of all buildings daily Meet with ISC - reimbursement 9/26/18 Upgrade phone Systems AF and KBE august, september repairs, maintenance and janitorial supplies ongoing Admin Retreat July 4,5,6 August Admin Meeting 8-07-05 Inservice August 27-31 September Admin Meeting 2018-10-09 Winterizing equipment/ machinery Late Sept	X				\$ 43,904.59 Repairs and Maintenance fytd KHS \$ 22,733.59 Repairs and Maintenance FYTD SCS \$ 3,735.50 Repairs and Maintenance FYTD AES \$ 43,937.28 Repairs and Maintenance FYTD TMS \$ 11,845.96 Repairs and Maintenance FYTD KBE
Operations and Maintenance of all KBE educational facilities	Staff development Prepare budgets: get estimates Professional growth plan Planning in progress for new Ashsoopi Plan for new Ashsoopi School Health and safety priorities provide maintenance manual for o&m staff for operations	Oct Admin meetings 10/11/2018 O&M quarterly meeting 10/12/2018 Draft budget 2018-11-28 meeting with ISC 10-30-18 November Admin Meeting 11/5/2018 December Admin Meeting 12/3/2018 Workshops staff conf (all staff) oct 3 and 4 SCS- exhaust fan install phase I, in crawl space sprinkler inspections November fire planning Nov 15-16 Ashsoopi stage removal, 2018-12-18 Saipoyi floors- repairs and/or removal 2018-12-18 Roof repairs Phase I - Saipoyi December New panel installation- AES Dec-18 Monitor energy management system Daily daily inspections/operations Daily track inventory of supplies: cleaning, Monthly O&M Meeting mid dec Prepare budgets and financial statements Early November Work on deficiency list: health and safety list from FS TBA	X				\$ 12,167.00 Repairs and Maintenance KHS \$ 12,167.00 Repairs and Maintenance SCS \$ 12,167.00 Repairs and Maintenance AES \$ 12,167.00 Repairs and Maintenance TMS ##### life and safety priorities
Operations and Maintenance of all KBE educational facilities	Plan for next 5 year, capital plan Prioritize Plan workshop: team building, with o&m and other admin Professional Development workshop Regular safety items Develop needs assessment and evaluation process Energy maintenance worker purchase preventative maintenance program	Repairs, maintenance and supplies need basis February Admin Meeting 2019-04-02 March Admin Meeting 2019-04-03 January admin meetings 2019-07-01 Finalizing budgets and Plans for FY 19/20 January 15, 2019 Supervise day to day operations Daily Capital plaining with Chief and Council Monitor energy management system Daily O&M quarterly meeting mid march Field Assessment- irrigation field Mid March Preventative Maintenance- technologies on HVAC- Siemens Feb 6-7 Training for employees/ Professional Development (O&M) 21-Feb WHMIS re-certification mid march	X				\$ 19,293.00 Repairs and Maintenance KHS \$ 19,293.00 Repairs and Maintenance SCS \$ 19,293.00 Repairs and Maintenance AES \$ 19,293.00 Repairs and Maintenance TMS

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Minor and Major Capital Repair Planning 5-year Operations & Maintenance Plan

2018	2019	2020	2021	2022
Health and safety concerns from FS	New Aahsoapi School	LED lighting all schools	Blackfoot and language: resource center	Any new buildings/projects
Changed Boilers	Complete painting: KHS , interior	New shop for O&M		
New Compressor	Track: SCS			
HVAC work	Complete painting: TMS , interior			
Renovation/addition at KBE	Outdoor riding arena			
Ensure completion of Feasibility study recommendations	KHS			
Minor painting: TMS	Paving at KHS praking lot and TMS			
Irrigation work: TMS & KHS	Equipment replacement: tractors			
Feasibility study Complete	Mirrors: bathroom renovation TMS			
	Carpet: SCS library			
	Irrigation upgrade			
	Replace out door lighting for KHS &TMS			
	portables: AES			
	Led lghting in KHS exterior			
	Additional staff for O&M: grounds keeper and maintenance			
	Sidewalk pad repairs			
	TMS & AES			