



PROCEDURE

FA-002

NEW CONSTRUCTION

Superintendent Responsible: Superintendent of Business & Treasurer	Initial Effective Date: 2005/10/24
Last Updated: 2023/04/24	Next Review Date: 2027/04/26

Purpose:

To ensure all new construction projects are completed, to the extent possible, on schedule and within approved budgets.

Guiding Principles:

- 1.0 Ministry Capital Approval Process requires the submission of a Facility Space Template and approval of project scope before hiring an architect. See Appendix A.
- 2.0 The Superintendent of Business and Treasurer will issue a Request for Proposal (RFP) for a Construction Manager, Architect or Professional Services based upon the approved preliminary scope of project.
- 3.0 All projects will consider the School Design Guidelines as set out in Appendix B where applicable. The Appendix is intended to be a checklist of items for consideration during the project design phase, not an absolute list for inclusion.
- 4.0 Senior Administration will select an Administrator.
- 5.0 The Architect will prepare a preliminary design based upon the approved preliminary. An independent Cost Consultant shall be retained to review the design, provide costing analysis based on a Class C or D cost assessment.
- 6.0 The Architect will proceed to develop the detailed design drawings and tender specifications based on the approved final design and scope of the new construction project.
- 7.0 An independent Cost Consultant will be retained to review the detailed design drawings and provide costing analysis based on a pre-tender Class A cost assessment.
- 8.0 Facilities Services and the Construction Manager, Architect or other Professional Consultant will develop a final budget based on the Class A cost estimate and other related project costs as well as the tendered amount recommended for approval that will become the basis for the final project contract amount awarded to the General Contractor.
- 9.0 If the tendered amount for the capital project is higher than the pre-tender project approval granted above, the Superintendent of Business and Treasurer will be required to identify the source of funding to offset the higher costs and will need to seek additional Ministry approval for the higher amount before the contract can be awarded.
- 10.0 Senior Administration will consider funding to allow for planning time for the incoming Administrator.

- 11.0 The Superintendent of Business and Treasurer will initiate planning for a “sod turning” ceremony.
- 12.0 Project updates will be posted on Grand Erie’s website.
- 13.0 The Administrator/Family of School Superintendent and the Manager of Communications and Community Relations will organize an official opening ceremony, as referenced in Transition Committees Policy and Procedure (FA-09, FA-009), upon completion of the project and initiate the plaque guidelines (Appendix C).

Reference(s):

- New Construction Policy (FA-02)
- Green Construction Policy (FA-10)
- Green Construction Procedure (FA-010)
- Major Construction Policy (FA-01)
- Major Construction Procedure (FA-001)
- Naming/Renaming of Schools and Facilities Policy (FA-03)
- Naming/Renaming of Schools and Facilities Procedure (FA-003)
- Purchasing Policy (BU-06)
- Purchasing Procedure (BU-006)
- Transition Committee Policy (FA-09)
- Transition Committee Procedure (FA-009)

Appendix A

Ministry Capital Approval Process Chart

Capital Construction Approval Process Updated May 11, 2017		New Schools*		Additions*		Major Retrofits*		Early Years** (Child Care, Child & Family, FDK)
		Repeat Design	New Design	>50% or >\$3.0M	<50% and <\$3.0M	>50% or >\$3.0M	<50% and <\$3.0M	Individual Projects <\$250K
Pre-Design	Facility Space Template	Complete template with most recent adaptation (<5 years)	Board to submit template before hiring architect	Board to submit template before hiring architect	Not Required	Board to submit template before hiring architect	Not Required	Not Required
	Project Manager	Board to appoint a Project Manager (either internal staff or external resource). Board to notify Ministry of name and contact info.						
	Ministry Approval	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Not Required	Ministry must approve scope of project based upon submitted Space Template	Not Required	Not Required
	GOAL	Board to retain an architect.						
Pre-Tender	Independent Cost Consultant Report	Board to submit final cost of recent adaptation (<5 years)	Board to submit an Independent Cost Consultant Report before issuing tender	Board to submit an Independent Cost Consultant Report before issuing tender	Not Required	Board to submit an Independent Cost Consultant Report before issuing tender	Not Required	Not Required
	Approval to Proceed (ATP) Request	Board's senior business official to submit the ATP Request Form confirming total estimated project costs does not exceed board's identified funding, including a floor plan approval letter for the child care component.						Not Required
	Capital Analysis & Planning Tool (CAPT)	Board to confirm that data entered in the CAPT for the requested project is in line with the data provided through the ATP Request Form.						Not Required
	Ministry Approval	Ministry's approval required before proceeding to tender. Approval based on identification of sufficient funding.						Not Required
	GOAL	Board to proceed to tender.						
Post-Tender	Tender exceed approved funding amount	Board to either identify additional funding available or make design changes to reduce the project cost. In either case, the board must demonstrate to the Ministry that sufficient funding is available to complete the project.						
	Tender meet approved funding amount	Board to accept tender bid. Important to ensure all project costs are identified and considered.						
Notes:		- Ministry approvals are not required for retrofits that are 100% funded through School Condition Improvement and Early Years Funding less than \$250K. - Consultant to review the design, provide costing analysis and advice, and report on options to ensure cost containment. To be based on drawings that are at least 80% complete. 50% determined by the following: (Estimated project cost / Latest construction benchmark value of the existing OTG (pre-construction) of the facility). * If a child care component is included as part of the project, a floor plan approval letter issued by the Child Care Quality Assurance and Licensing Branch of the Ministry of Education must be submitted as part of the ATP request. ** If a child care component is included as part of the project, a floor plan approval letter issued by the Child Care Quality Assurance and Licensing Branch of the Ministry of Education is still required.						
Definitions:		Addition: Expansion of the gross floor area of a facility, including child care and child and family program rooms. Major Retrofit: Major structural renovation or reconstruction of the existing building envelop, including child care and child and family program rooms. It does not include expansion of the existing gross floor area. Any project that does expand the gross floor area, but is funded with Ministry funds or >\$1M in Accumulated Surplus is treated as a Major Retrofit.						



SCHOOL DESIGN GUIDELINES – ELEMENTARY

The intent of the guidelines is to identify design features to be considered when renovating or constructing new Elementary Schools within Grand Erie District School Board (Grand Erie). These are not absolute since each facility and program has its own characteristics but rather a starting point to develop the best plan for the school community.

These guidelines will provide overall direction as to the design goals the board wishes to provide in all locations.

The document should not be considered as a static report. It should be reviewed and updated regularly as changes are made to programs.

All design features must comply with the Ontario Building Code standards and include for requirements to satisfy the *Ontario Disabilities Act* and Grand Erie's Green School Construction Policy & Procedure (FA-10 & FA-010).

For new Elementary Schools, the Gross Floor Area is derived directly from the operations funding formula of 100 square feet per student. (e.g., a 450-pupil school will have a gross floor area of 45,000 square feet.

1.0 General Areas

1.1 Main Entrance (Exterior)

- Controlled safe entry (camera/buzzer)
- Accessibility features (ramp, power door operator, dedicated parking, etc.)
- Area for visitors/temporary parking
- Flagpole
- School Signage
- Security Lighting

1.2 Main Entrance (Interior)

- Display case (School paraphernalia, trophies, awards).
- Awards Wall
- Environmental Acknowledgment for Sustainable Construction (Plaque or poster)
- Welcome Sign/School Symbol/Colours/Motto
- Registration Area
- Gathering/Sitting Area
- Natural lighting
- Fire Safety Plan/Enunciator Panel in Front Vestibule.

1.3 Corridors

- Provide sufficient width for needs
- Coat Hooks/boot rack – proper height to accommodate students
- [Lockers; at minimum for students in Grades 6, 7 and 8](#)
- Drinking Fountains with Bottle Filling Stations
- Security Cameras
- Wall outlet locations
- Electronic Display Boards
- Locate Tack Boards to meet Fire Code requirements

1.4 Washrooms

- Fixture count to current code requirements
- Location to accommodate classrooms
- Urinal height
- Privacy partition between urinals
- Barrier Free Access to designated accessible and gender inclusive washrooms
- No doors on main washrooms. Ensure there is no line of sight from corridor
- Install wash fountains
- Floor drains
- Electrical outlets
- Accessories conforming to Health Unit requirements and Board Standards

1.5 Stairs

- Accessible stair tread/nosing and visibility strips
- Provide natural light
- PA Speakers
- Outlets to accommodate cleaning equipment
- Provide space for Evacuation chairs at top landing

1.6 Lifts & Elevators

- Central location
- PA Speaker to Office
- Telephone connection to ULC (Underwriters Laboratory of Canada) approved monitoring service
- Signage to provide operating instructions including braille

1.7 Storage Rooms

- Book Storage
- Teaching Supplies
- Audio- Visual Equipment

2.0 Administration Area**2.1 Main Office/Reception**

- View of Main Entrance
- Size to accommodate students, employees and community
- Electrical, telephone and Data outlets
- Main station for PA and CCTV systems
- Counter to meet AODA standards

2.2 Principal's Office

- View of Front Entrance & Main Office
- Electrical, telephone & Data outlets

2.3 Vice Principal's Office

- Same as Principal's office

2.4 Meeting Room

- To accommodate large meeting table for up to eight people and provide dimmable lighting and areas for presentations
- This can be a separate room or Principal's Office can be sized to accommodate

2.5 Staff Room

- Half lockers for personal effects
- Coat Area
- Sitting area
- Meeting/conference area
- Display area
- Adjacent washrooms
- Include space for kitchen area (full-sized refrigerator, microwave oven, stove hood & range)

- Counter space and cabinets, for storage
- Eyewash station

2.6 Work Room

- Space for office supplies, paper supply and storage
- Electrical and Data outlets to support photocopier
- Work area for large projects
- Workstations

2.7 Health Room

- Should be in close proximity, if not attached to Main Office
- Electrical and Telephone outlets
- Appropriate plumbing

3.0 Assembly Areas

3.1 Gymnasium

- Size:
 - For schools with population of 350 or less students, recommended size is 2000 to 3150 square feet. Ceiling of 18 feet.
 - For schools with population over 350 students, recommended size is 4000 to 6300 square feet. Ceiling of 18 feet.
 - Drop down curtain to be installed to create two separate gym spaces
- Accessories:
 - Double Gym:
 - two Main Fold-up basketball backstops
 - four Cross court, Fold-up practice basketball backstops
 - Roll-down curtain partition with safety stops
 - Single Gym:
 - two Main Fold-up basketball backstops
 - four Offset practice basketball backstops
 - Electrical and Data outlets and PA system speakers to be provided for both 'single' gym spaces.
 - Rough-in for Scoreboard
 - Game Lines
 - Sound System
 - Assistive listening devices for hearing impaired
 - Sleeves for net standards
 - Provide wall padding to current standards

3.2 Change Rooms

- Access to be determined by school administration
- Accessories: benches along walls, shelving for storage
- Drainage should be provided in centre of change rooms for cleaning purposes

3.3 Gymnasium Storage

- Interior storage space to be adjacent to gymnasium
- Size: to accommodate all gym equipment
- Storage for field sports equipment should have direct access to exterior
- Sleeves for storage of net posts

3.4 Multipurpose Room

- Size dependent on intended use (community room, alternate activity room or alternate learning space, alternate storage space)
- Electrical, Data, and telephone outlets and PA system speaker to be provided as it would be for typical classroom
- Room height may vary subject to location
- Adjacent Storage for tables and chairs
- Lockable storage area for community use

3.5 Kitchen

- Adjacent to Multipurpose Room
- Layout to meet Local Health Unit requirements
- Adequate counter surfaces for food preparation
- Services to suit needs of all equipment
- Mechanical systems must accommodate proper ventilation for all equipment
- Provisions for garbage disposal
- Provide lockable storage area in kitchen

3.6 Stage

- Options:
 - Portable Stage
 - Fold-down stage
 - Rough-in for lighting
- Portable Stage will require storage area

4.0 Learning Spaces

4.1 Typical Classroom

- Size: 700 to 800 square feet
- Natural daylight equal to minimum 10% gross floor area
- Accessories:
 - 80 square feet of white board and/or black board
 - 100 square feet of tack board
 - Millwork under white boards and/or black boards
 - One large lockable teacher storage cupboard
 - Millwork with counter space, and cabinets along top and bottom
 - Rough in for Interactive Digital Whiteboards and LCD Projector
 - Electrical and Data outlets
 - Intercom

4.2 Kindergarten

- Location: Adjacent to parking area
- Size: minimum area of 1200 square feet
 - Includes space for learning “zones”
 - Sand/water table
 - Reading nook
 - Visual Arts
 - Math
 - Dramatic play
- Natural daylight equal to minimum 10% gross floor area
- Direct access to exterior preferred
- Washroom in a room or adjacent to Room
- Accessories:
 - Low sink with drinking fountain in room
 - Coat cubbies in Room
 - Change Table
 - Electrical & Data outlets
 - Low white/tack boards located at student level
 - Rough in for Smart Board and LCD Projector
 - Intercom

4.3 Specialized Services

- Size: Minimum 800 square feet
- Washroom with shower, change table, cabinets, shelving, specialty vanity, etc.
- Direct access from classroom
- Accessories:

- o Kitchen facilities include dishwasher, washer & dryer, stove & range hood, sink, microwave oven.
- o 80 square feet of whiteboard and/or black board
- o 100 square feet of tack board
- o Millwork under white boards and/or black boards
- o One large lockable teacher storage cupboard
- o Millwork with counter space and sink, and cabinets along top and bottom
- o Rough in for Interactive Digital Whiteboards and LCD Projector
- o Electrical to accommodate specialty items (i.e. lifts)
- o Electrical and Data outlets
- o Intercom

4.4 **Sensory/Break Space**

- Designed by Specialized Services consultants when required

4.5 **Information Technology**

- Data drops and power for wireless connections to all areas
- Laptop storage
- Laptop charging

4.6 **Library**

- Size: 5 square feet/pupil place with a minimum 1000 square feet
- Reception desk should be clearly identified and visible from library entrance
- Electrical and Data outlets for all computer workstations and reception desk
- Intercom

4.7 **Library Office/Storage**

- Space for workstation with Electrical & Data outlets
- Storage space for specialized equipment

5.0 **Teacher Resource**

5.1 **Resource Room**

- Adjacent to Washrooms
- Work area with bright lighting
- Display Area
- Electrical & Data outlets
- Workspace and storage for non-classroom teachers (LRT, French etc.)

5.2 **Assessment/Meeting Space**

- Size: approximately 10 feet by 10 feet
- Connected to Teacher Resource Room
- Glazing to Teacher Resource Room
- Electrical and Data outlets

6.0 **Facility Operation**

6.1 **Custodial Office**

- Location for control panels for building systems
- Half locker for personal effects
- Display Area
- Telephone and Data outlets and PA Address system required

6.2 **Receiving Room**

- Adequate size for receiving & storing equipment and products
- Ideally located with access to exterior
- Eyewash station
- Sufficient electrical outlets

6.3 Waste Disposal/Recycling Area

- Located with access to students to encourage education on environmentally friendly practices and individual responsibilities.
- Provide sufficient space for sorting, water for clean-up and short-term storage area

6.4 Boiler Room

- Location will be separate from all learning spaces
- Provide appropriate access for maintenance of all equipment

6.5 Electrical Room

- Location will be separate from all learning spaces
- Provide appropriate access for maintenance of all equipment

6.6 Communication Room/Tower

- Tower location (if required) would be determined by other authorities
- Communication Room to be adjacent to tower

7.0 Site**7.1 Site Features**

- Separation for bus drop-off, parent drop-off, visitor parking and employee parking
- Special needs parking areas in excess of bylaw requirements
- Garbage /recycling enclosure
- Bicycle Storage
- Signage
- Lighting
- Site furniture
- Paved play area adjacent to school (approximately 65 square feet per student)
- Future portables area including underground conduits to a sub-grade box for future use.
- Creative Playgrounds:
 - location only (not provided by Board)
- Landscape:
 - Low maintenance
 - Shade
- Playground Equipment:
 - two Basketball Standards
 - one set of Soccer Goal Posts

8.0 Amenities/Finishes**8.1 Flooring Material**

- Corridors: Hard Surface
- Washrooms: Hard Surface
- Library: Hard Surface
- Offices: Hard Surface
- Classrooms: Hard Surface
- Kindergarten: Hard Surface
- Work Rooms: Hard Surface
- Gymnasium: Appropriate Sports Flooring
- Operations Rooms: Sealed Concrete

8.2 Paint

- Containing Low-Emitting Volatile Organic Compounds (VOCs)
- Use recycled

8.3 Ceilings

- 2-foot x 2-foot acoustic tile in Corridors, Library, and Main Office
- Paint other areas where structure is exposed, unless required to cover mechanical equipment

8.4 Air Conditioning

- Options:
 - Complete School
 - Administration Offices, Staff Room and Library only

8.5 Window Coverings

- Blackout Drapes
- Sliding tack boards

9.0 Portable Classrooms

- Minimum 40 feet from main school and 20 feet from other portables if not fire rated
- Size: Typical Portable Classroom is 750 square feet (24 feet x 32 feet), 12 feet height
- Skirting to be installed over support columns after anchors are installed and approved
- Electrical & Data outlets
- Intercom
- Security tied to main building system

10.0 Portapaks

- Group of portables with corridor typically attached to Main building with a link providing the required Fire Separation
- Set on a temporary foundation

11.0 Relocatable Classroom Modules (RCMs)

- Classrooms constructed with ability to relocate.
- Design and materials similar to permanent construction
- Set on a poured foundation

Appendix C**Plaque Guideline**

Purpose: This guideline establishes standards for the design, installation and inscription of commemorative plaques for new schools and building additions within Grand Erie District School Board (Grand Erie).

Guidelines:**1. Installation**

Install a plaque in all new schools and additions to commemorate the opening of a new building or addition, to be mounted to the interior of the school wall near the front entrance.

2. Plaque Inscription

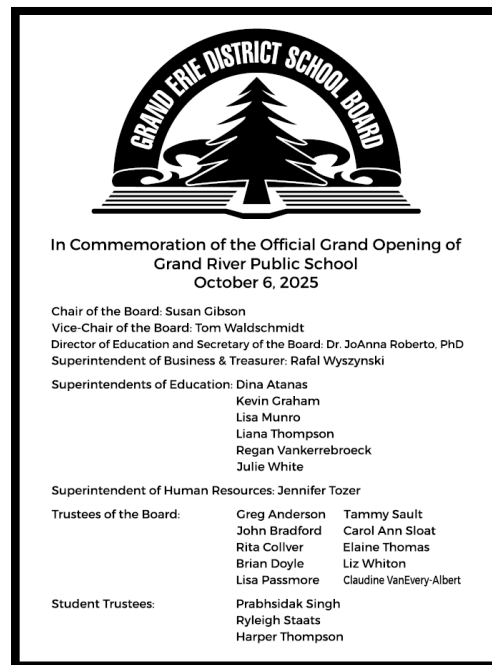
Each plaque must include the following information, presented in a consistent format:

- Grand Erie logo
- Name of school
- Year of new school opening
- Chair of the Board:
- Vice Chair of the Board
- Director of Education
- Superintendent of Business
- Superintendents of Education
- Superintendent of Human Resources
- Trustees of the Board
- Student Trustees

3. Material Specifications

Plaque shall be constructed using the following materials.

- Acrylic Backing: Black 1/8" Thick: 15" x 19"
- Silver Back Plate: Aluminum: 11.5" x 15.5"
- Black with Silver Letters Engraved Plate: Aluminum: 11" x 15"
- Silver Round Stand Offs: 0.75"

**4. Design Approval**

The Communications Department will review and approve all plaque designs to ensure alignment with Grand Erie Visual Identity Procedure (SO-025).

5. Maintenance and Display

Plaques are to remain on display for the lifetime of the school.

Regular cleaning and inspection should be scheduled to maintain appearance and accessibility.