

Preventative Maintenance and Renewal Funding Program Guidelines

Program Description:

The Preventative Maintenance and Renewal (PMR) Funding Program will allow boards of education and the conseil scolaire to maintain owned facilities in satisfactory operating condition. The funding is intended to assist in the proactive inspection, detection, and correction of incipient failures before they occur or before they develop into major defects.

Funding:

- The annual distribution of PMR funding is based on the gross floor area of all schools owned by a board of education or the conseil scolaire. The gross floor area of Hutterian schools, associate/independent schools and leased facilities is not included.
- Annual distribution formula:

$$\frac{\text{School Division Gross Floor Area}}{\text{Provincial Gross Floor Area}} \times \text{Provincial PMR Budget Allocation}$$

- PMR funding will be provided to each school division in the form of a “*capital grant*”.
- School divisions will receive their annual PMR appropriation, provided:
 - a PMR Maintenance Plan is developed in accordance with policy and policy guidelines;
 - the PMR Maintenance Plan has been submitted to, reviewed by, and approved by the ministry; and
 - the previous year’s PMR reconciliation process has been completed.
- PMR funding shall not be used for the purposes of:
 - Expanding or adding to the gross floor area of facilities;
 - Renovating or altering facilities to establish other ministry programs (e.g. Prekindergarten and school-based child care centres);
 - Moving relocatables;
 - Purchasing or installing playground equipment; or
 - Funding facility operational and instructional expenses including, but not limited to, salaries and utilities.
- If ineligible expenses are made using PMR funds, the corresponding amount may be deducted from future year PMR appropriations.

Maintenance Plan:

- A PMR Maintenance Plan lists the prioritized deficiencies of owned facilities over a three-year period. School divisions will be notified of the specific years required in the plan.
- Each year, boards of education must approve their PMR Maintenance Plans, by way of motion, and submit them to the ministry with a Preventative Maintenance and Renewal Authorization Form.
- Revisions to an approved PMR Maintenance Plan will require the submission of a Preventative Maintenance and Renewal Amendment Form and a Preventative Maintenance and Renewal Authorization Form.
- All plans and forms are to be submitted via the Asset Planner system.
- School divisions will receive a letter when their PMR Maintenance Plan and/or PMR Amendment Form(s) have been approved by the ministry.

Reconciliation:

- PMR expenditures reported in Asset Planner are to be reconciled to Audited Financial Statement Expenses using the Preventative Maintenance and Renewal Reconciliation Form.
- A school division's new allocation may be delayed until the previous year's reconciliation is complete.

Timeline:

- On Budget Day each year, the provincial PMR budget allocation for the fiscal year will be announced.
- By May 31st of each year, school divisions must develop and submit a three year PMR Maintenance Plan via the Asset Planner system.
- Annual PMR funds will be distributed to school divisions within the first quarter of the ministry's fiscal year.
- By November 30th of each year, school divisions must enter all PMR expenses for the previous school division fiscal year in Asset Planner.
- By December 1st of each year, school divisions must prepare and submit a Preventative Maintenance and Renewal Reconciliation Form.

Project Activity Types Eligible for PMR Funding:

Project activity types eligible for PMR funding include, but are not limited to, the following:

Architectural Systems

- Building Envelope – Example: walls, window systems, doors, loading docks;
- Roofing Systems – Example: curbs, flashing, drains, ballast;
- Interior Construction – Example: walls, doors, flooring, visible structural components;
- Interior Finishes – Example: flooring, ceiling, wall finishes;
- Health, Fire, and Life Safety Systems – Example: stairwells, exiting;
- Accessibility – Example: entrance, ramps, washrooms, etc.

Mechanical Systems

- Fire Protection and Suppression Systems – Example: sprinkler systems, standpipes, fire pumps, fire protection storage tanks;
- HVAC Systems – Example: boilers, heat exchangers, furnaces, chillers, cooling towers, air handling units, heat pumps, piping systems, duct systems, humidifiers, ventilation fans, unit ventilators, control systems, building automation systems;
- Plumbing Systems – Example: fixtures, water heaters, pumps, piping systems, storage tanks, water treatment systems, septic systems;
- Specialty Systems – Example: emergency generators, special venting systems, compressed air, vacuum systems.

Electrical Systems

- Primary Electrical Systems – Example: primary switchgear, primary transformer;
- Secondary Electrical Systems – Example: secondary switchgear, secondary transformer, power meters, inverters, rectifiers, capacitors, branch panels, motor control centres;
- Electrical Fixtures – Example: interior lighting, exterior lighting, site lighting, emergency lighting, exit lighting, parking receptacles;
- Specialty Systems – Example: clock systems, automatic doors, electrical heating fire alarm system, emergency power, communications, security.

Site

- Example: retaining walls, paved parking lots, paved roadways, paved pathways.

Environmental

- Example: asbestos, PCB, underground storage tanks.

Fees

- Consulting fees related to PMR project (contingent on Ministry approval).

Studies

- Feasibility Study
- Facility/Grade Configuration Study
- Accessibility Study
- Fire Alarm Study

Other

- If you are unsure of the eligibility or ineligibility of a potential expenditure, contact the ministry at EDInfrastructure@gov.sk.ca

Financial Reporting Implications:

School divisions are required to use the Public Sector Accounting Board Standards, sections: PS 3150 – Tangible Capital Assets and PS 3410 - Government Transfers and adhere to ministry accounting guidelines related to capital funding. The document can be found at:

<http://www.publications.gov.sk.ca/deplist.cfm?d=11&c=3971>

Other Supporting Documents:

- Preventative Maintenance and Renewal Funding Program Policy
- Preventative Maintenance and Renewal Amendment Form
- Preventative Maintenance and Renewal Authorization Form
- Preventative Maintenance and Renewal Reconciliation Form
- Accounting for Preventative Maintenance and Renewal Funding

Supporting documents can be found at:

<http://www.publications.gov.sk.ca/deplist.cfm?d=11&c=3915>

Contact:

If you have any questions relating to this policy, please contact the Ministry of Education, at EDInfrastructure@gov.sk.ca.