



Northland School Division Maintenance Department

2024-2025 School Year



Hillview School, East Prairie

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Welcome to School Year 2024 - 2025

Northland School Division Maintenance department is responsible for ensuring that the Division's properties are kept in functional working order, they are clean, developing needs are addressed and preventative action is taken where possible.

We strive to address concerns as soon as possible given the following priorities:

- ▶ Issues that are vital to health and safety of students and staff
- ▶ Issues that relate to space requirements of due to enrolment increases where other alternatives are not available
- ▶ Issues that meet essential facility needs arising from building obsolescence or to accommodate educational programs
- ▶ Issues that provide for the comprehensive modernization needs of existing facilities or additional non-instructional and gymnasium facilities
- ▶ Issues that are identified as meeting other school or community-type needs

The department services 17 schools, two outreaches, central office and one maintenance shop over almost three hundred thousand square kilometers. Currently, the staff consists of the manager, administrative assistant, two carpenters, one electrician, three plumbers and two maintenance workers.

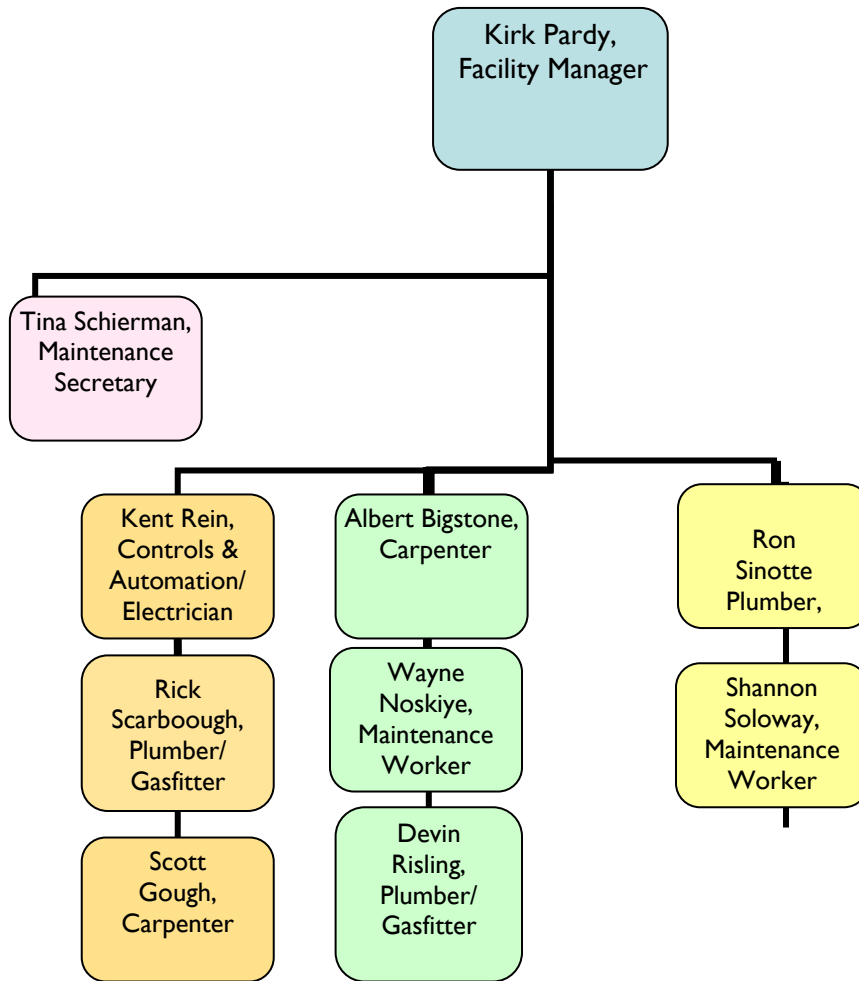
Welcome to the Division!

Kirk Pardy
Division Facility Manager

Our last project was the construction of Mistassiniy School. This is a beautiful grade 7 - 12 school in Wabasca. It opened in February 2024.



Maintenance Department Organizational Chart



MAINTENANCE DEPARTMENT PHONE LIST			
Central Office: 780-624-2060		Cell	Area
Kirk Pardy	Facilities Manager	780-881-1253	
Tina Schierman	Maintenance Secretary	Ext. 6140	
Robert Simpson (IT)	IT Technician – Maint Support	780-219-7531	
Rick Scarborough	Plumber	780-536-6029	1
Kent Rein	Electrician	780-618-8727	1
Scott Gough	Carpenter	780-219-8705	1
Albert Bigstone	Carpenter	780-891-0879	2
Wayne Noskiye	Maintenance Worker	780-617-3151	2
Devin Risling	Plumber	780-219-7396	2
Ron Sinotte	Plumber	780-215-0213	3
Shannon Soloway	Maintenance Worker (EZ, JF)	587-201-5916	3
		Office	Fax
Wabasca Office	Box 150 Wabasca T0G 2K0	780-891-3500	891-2406
Phone	780-624-2060 Ext. 6140		
Downstairs Fax	780-618-3143		
Upstairs Fax	780-624-5914		
Central Office Address	9809-77 Avenue Peace River, Alberta T8S 1C9		

The Maintenance Department is separated into three areas with a maintenance shop in Wabasca.

Area 1 (West Side)

Bishop Routhier School, Peavine
Gift Lake School, Gift Lake
Grouard School, Grouard
Hillview School, East Prairie
Paddle Prairie School, Paddle Prairie
Susa Creek School, Susa Creek

Area 2 (Central Side - Maintenance Shop located in Wabasca)

Office: (780) 891-3500

Fax: (780) 891-2406

Calling Lake School, Calling Lake
Career Pathways (NLC College), Wabasca
Chipewyan Lake School, Chipewyan Lake
Mistassiniy School, Desmarais
Pelican Mountain School, Sandy Lake/Desmarais
St. Theresa School, Wabasca

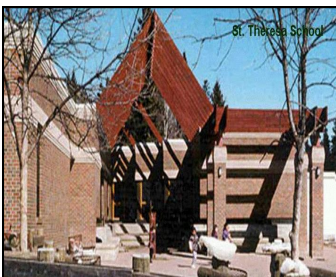
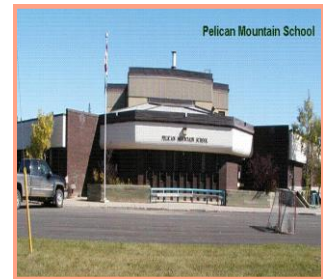
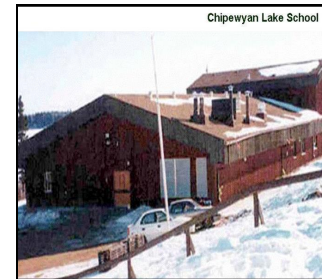
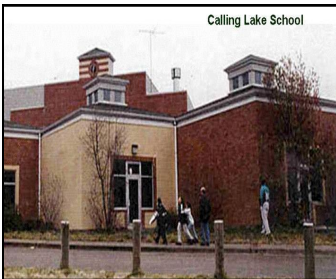
Area 3 (East Side)

Anzac Community School, Anzac
Bill Woodward School, Anzac
Conklin Community School, Conklin
Conklin E-Learning, Conklin
Elizabeth School, Cold Lake
Father R. Perin School, Janvier
J.F. Dion School, Fishing Lake/Sputinow

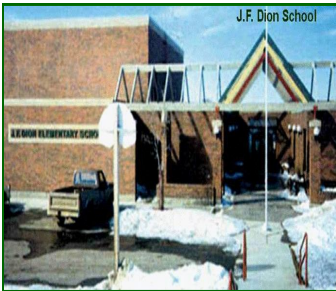
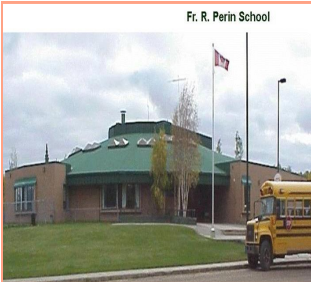
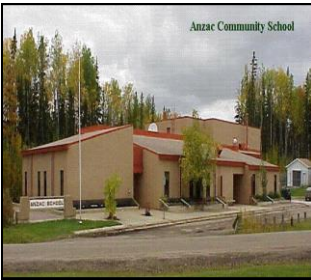
AREA 1



AREA 2



AREA 3



Area Capacity by School

Facility Name	Year Constructed	Gross Area m2	
Anzac School	1983	1,377.5	Portables added throughout the years
Bill Woodward School	2010	3801.6	
Bishop Routhier School	2008	3145.9	
Calling Lake School	1966	2,801.1	Portables added throughout the years
Chipewyan Lake School	1961	1,102.7	
Conklin Community School	1977	1255.0	Two new portables added in 2017
Elizabeth School	1976	1513.73	Portable added in 1996
Father R. Perin School	1985	2300.61	Two new portables added in 2017
Gift Lake School	2015	4961.0	
Grouard Northland School	1983	2,732.27	Modernization throughout the year
Hillview School	2008	1,514.79	
J.F. Dion School	1961	1,529.4	Modernization throughout the years
Mistassiniy School	2023	4376	
Paddle Prairie School	1969	1,796.7	Modernization & portable added throughout the years
Pelican Mountain School	1984	1,018.2	
St. Theresa School	1961	4,952.2	Modernization & portable added throughout the years
Susa Creek School	1989	1,068.02	Portables added throughout the years

MAINTENANCE CARE

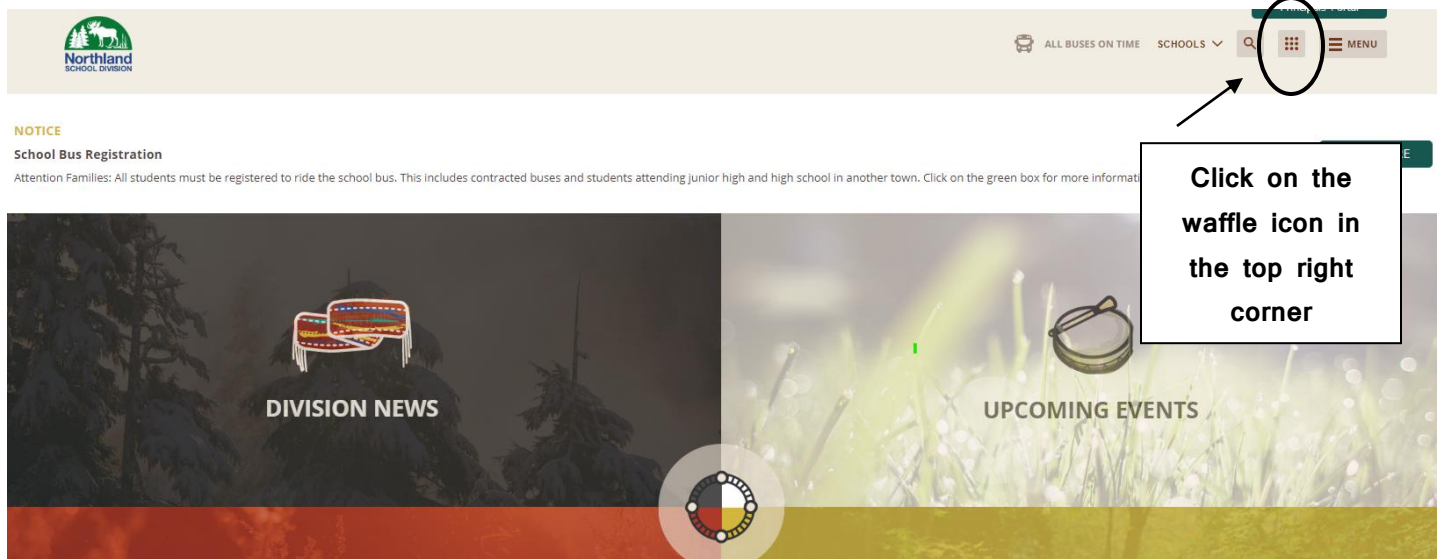
ALL MAINTENANCE REPAIR REQUESTS MUST BE SUBMITTED ONLINE

Any maintenance work that is needed on school buildings and school grounds must be submitted online through our electronic work order program called "Maintenance Care."

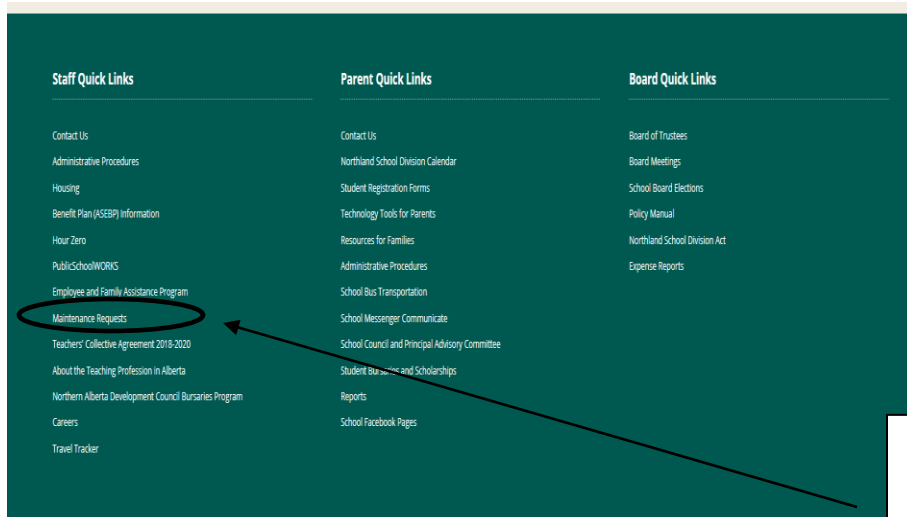
All work for schools should be submitted by the Principal or their designate.

To initiate a repair, submit the request online through Maintenance Care. To login, use your Northland Windows username and password.

STEP 1 – Proceed to the Northland School Division No. 61. Our website is: www.nsd61.ca



STEP 2 - Proceed to the Maintenance Care Program



Click on "Maintenance Requests" link on left side of page

STEP 3 - Entering Maintenance Care



MAINTENANCE CARE



Any maintenance work that is needed on school buildings, housing and school grounds must be submitted online through our electronic work order program called "Maintenance Care."

All work requests for schools should be submitted by the Principal or their designate.

To initiate a repair, submit the request online through Maintenance Care.

Sign in **HERE** using your Windows username and password (Hint: it is your Firstname.Lastname)

Click "HERE" to go to the Maintenance Care Log In page

STEP 4 - Log in to the page



MAINTENANCE CARE LOGIN

This Page is Protected with Active Directory

Please enter your username and password below to login and access this page.

USERNAME

PASSWORD

submit

Log in using your
NSD Windows
username & pw

STEP 5 - Select your area.



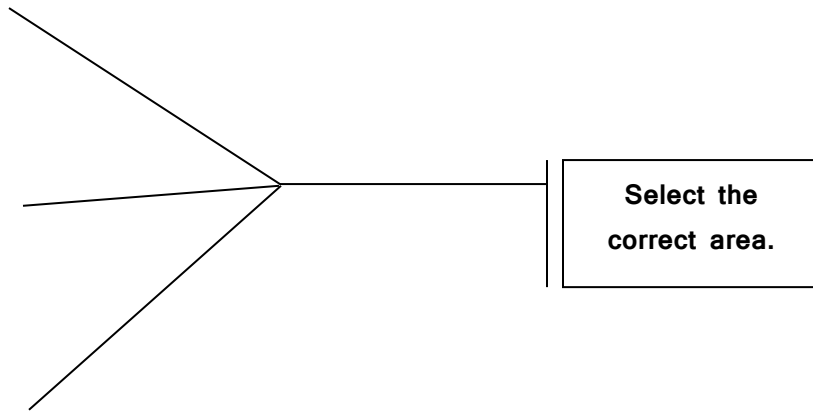
MAINTENANCE CARE LOGIN

Login to Maintenance Care

Area 1 Login Here

Area 2 Login Here

Area 3 Login Here



Submitting a Maintenance Repair Request

Note: All school repairs must be submitted by your School Principal or Designate.



NSD No. 61 Area 1

MAINTENANCE REQUEST

The screenshot shows the 'Task Type' dropdown menu open, listing various maintenance categories such as Alarms, Audio Visual, Clean-Up / Floor Care, Doors, Electrical / Lighting, Fire Safety, Garbage, General Maintenance, Health & Safety, Heating / Cooling, Kitchen, Landscaping, Painting / Touch Ups, Parking, Pest Control, Plumbing, Refrigeration Maintenance, Teacherage, Travel, Waste Water Maintenance, and Windows. A callout box points to the dropdown with the text 'Select what the request is for.' Below the form, there are 'Submit' and 'Reset' buttons, and a 'File Upload' section with '+ Add files...', 'Cancel upload', and 'Delete' buttons.

Figure 1

The screenshot shows the 'Building Area' dropdown menu open, listing various schools and teacherage areas such as Bishop Routhier School, Dr. Mary Jackson School, Gift Lake School, Grouard School, Hillview School, Kateri School, Little Buffalo School, Paddle Prairie School, Peerless Lake School, Susa Creek School, Central Office, Workshop Area 1, and Teacherage 052 through 110. A callout box points to the dropdown with the text 'Select your school'. Below the form, there are 'Add files...' and 'Cancel upload' buttons.

Figure 2



NSD No. 61 Area 1

MAINTENANCE REQUEST

The screenshot shows the 'MAINTENANCE REQUEST' form. It includes fields for 'Task Type' and 'Building Area' (both dropdown menus), 'Room/Teacherage #' (text input), 'Details' (text area), 'Your Name' (text input with a person icon), and 'Your Email Address' (text input with an email icon). A callout box with a black border and white background contains the text: 'Add your name and email address so you can check on the status of requests.' Below the form is a 'File Upload' section with buttons for '+ Add files', 'Cancel upload', and 'Delete'. A 'Submit' button and a 'Reset' button are located to the right of the form.

Figure 3



NSD No. 61 Area 1

MAINTENANCE REQUEST

This screenshot is identical to Figure 3, showing the 'MAINTENANCE REQUEST' form. It includes two callout boxes. The first callout box, with a black border and white background, contains the text: 'Please provide a description.' and has a line pointing to the 'Details' text area. The second callout box, also with a black border and white background, contains the text: 'Pictures can also be uploaded to help describe the issue.' and has a line pointing to the 'File Upload' section.

Figure 4

Hit "Submit" to enter your request, and you're done! Your request will be issued and assigned to a member of Maintenance.

APPENDIX 1

Majority of the schools in the jurisdiction are equipped with a security system. Central Office can dial into the panel to arm, disarm the system, change security codes, access the event history, set the date and time in the system and view any trouble faults that system may have. If you require assistance with any of the above issues, please contact the Maintenance Department at Central Office.

FORM 543 **SECURITY INFORMATION**

PURPOSE OF FORM: This form is used to advise the Security Monitoring Company and Central Office of key holder contacts and security codes for all school-based staff. This form must be completed in September and updated as employees leave. All codes are entered into the system by the Maintenance Department at Central Office.

Please submit to the Maintenance Department by fax to (780) 624-5914.

Date: _____

LOCATION INFORMATION

School Name: _____ Primary Phone#: (780) _____
 Secondary Phone#: (780) _____

Hours of Operation: _____

ALARM CALL OUT CONTACTS
 (minimum four different individuals in close proximity to school)

Name	Position	Home Phone	Cell or Alternate	User Code

User information (attach list if more space required)

Name	Code	Name	Code	Name	Code

Completed by: _____ Completion Date: _____

Northland School Division
Revised: September 2021

APPENDIX 2

The “Vandalism Report” form is used to document any and all situations where damage to Division property occurs. If damage is done to the schools or playground equipment, this form is to be completed and sent to the Maintenance Department at Central Office.

FORM 357-1	VANDALISM REPORT
Name of School: _____	Date & Time of Incident: _____
<p>Report all incidents of vandalism, theft, etc., involving schools, divisional buses/vehicles, residences to the RCMP immediately and to the appropriate department at Divisional Office as outlined below. Report all incidents of injury directly to the Safety Officer at Divisional Office.</p>	
PLEASE CHECK ONE:	
<input type="checkbox"/> School	<input type="checkbox"/> Vehicles/Equipment
<input type="checkbox"/> House	<input type="checkbox"/> Playground
Date and Time Reported to:	a) RCMP _____
	b) Divisional Office _____
Individual Involved (if known):	
Name: _____	
Nature of Incident:	

Estimate of Damage or Loss: _____	
Action taken by RCMP to date:	

_____ Signature of Principal	_____ Date
<p>A separate form must be completed for each incident or injury. Attach a separate sheet if additional space is required.</p> <p style="text-align: center;">Fax the completed form immediately to the Division Facility Manager EXCEPT Vehicle / Equipment Vandalism, which must be reported to the Transportation Department.</p>	
<p>Northland School Division No. 61 Forms Manual</p>	<p>June 2017 Page 1</p>

APPENDIX 3

This form is used to reflect the ongoing status of playground equipment and should be submitted on a monthly basis. Please document obvious problems for example: loose bolts, frayed rope, amount of surfacing, splinter possibilities, areas with visibly broken components. One individual should complete this form on a regular basis to ensure consistency.

PLAYGROUND MAINTENANCE REPORT		
School: _____	Date: _____	
Inspected by: (print) _____	Position: _____	
Playground Equipment	Ok	Needs Attention (provide information)
Swings (chains, seats, structure)	<input type="checkbox"/>	<input type="checkbox"/>
Monkey Bars	<input type="checkbox"/>	<input type="checkbox"/>
Slides (sharp edges, ladder, slide surface)	<input type="checkbox"/>	<input type="checkbox"/>
Tire Swings (chains, bearings, tires)	<input type="checkbox"/>	<input type="checkbox"/>
Teeter Totters	<input type="checkbox"/>	<input type="checkbox"/>
Merry Go Round	<input type="checkbox"/>	<input type="checkbox"/>
Wooden Play Structure	<input type="checkbox"/>	<input type="checkbox"/>
Surfacing (sand or pea gravel)	<input type="checkbox"/>	<input type="checkbox"/>
GlideRides, Bumpers, Wheels	<input type="checkbox"/>	<input type="checkbox"/>
Plastisol	<input type="checkbox"/>	<input type="checkbox"/>
Paint	<input type="checkbox"/>	<input type="checkbox"/>
Tires	<input type="checkbox"/>	<input type="checkbox"/>
Chain	<input type="checkbox"/>	<input type="checkbox"/>
Rope	<input type="checkbox"/>	<input type="checkbox"/>
Plugs	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Bolts	Tighten (2x per year)	Missing
3/8"	<input type="checkbox"/>	<input type="checkbox"/>
1/2"	<input type="checkbox"/>	<input type="checkbox"/>
Set Screws	<input type="checkbox"/>	<input type="checkbox"/>
"S" Hooks	<input type="checkbox"/>	<input type="checkbox"/>
Overall Condition	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Date Situation Rectified: _____	Rectified by: _____	
Signature _____	Date _____	
Fax the completed form to the Plant Operations Coordinator at Divisional Office. Attach a separate sheet if additional space is required.		
E301-02-02		

The “Daily Custodian Cleaning Checklist,” “Additional Second Day” and “Holiday” Checklist forms should be completed on a weekly basis (as applicable) and sent in to the Maintenance Department at Central Office. Monthly Timesheet is a sign-in sheet to be submitted monthly.

FORM 102-2a DAILY CUSTODIAN CLEANING CHECKLIST WEEK OF _____						
	Mon	Tues	Wed	Thur	Fri	
Start Time						
End Time						
GENERAL - Exterior of Building						
Clean steps						
Remove snow from all entrances & exits						
Snow, ice removal & sanding of sidewalks						
GENERAL - Interior of Building						
Clean all blackboard brushes & chalk rails						
Clean doors						
1. kickplates						
2. hand plates						
3. hardware						
4. door handles						
Water dispensers						
1. wash						
2. disinfect						
Remove dry garbage						
Functional check of all fire exits						
ENTRANCES, LOBBIES & CORRIDORS						
Floors						
1. sweep						
2. wash						
Walls						
1. spot clean						
Clean foot grills, recessed pans, mats & boot racks						
Glass doors & side glass						
1. wash						
Lockers						
1. spot clean exterior						
STAIRS						
Sweep						
Wash						
OFFICES, STAFF & MEDICAL ROOMS						
Carpets & rugs						
1. spot clean						
2. vacuum						
Floors						
1. sweep						
2. wash						
1. dust						
WASHROOMS, SHOWER & DRESSING ROOMS						
Floors						
1. sweep, damp mop						
2. wash						
3. disinfect						
Toilet seats, bowls, urinals, wash basins, water taps, receptacles, dispensers, mirrors, shelves, vanities, door handles						
1. wash & disinfect						
Remove waste, paper, napkins, etc.						
Replenish soap, toilet paper, towels						
Walls & ceilings						
1. spot clean						
CLASSROOMS, LIBRARY & MEETING ROOMS						
Floors						
1. spot clean						
Vacuum carpets & rugs						
Walls						
1. spot clean						
Chalkboards						
1. clean brushes						
2. clean chalk rails						
Furniture (including tables & desks)						
1. wash and disinfect						
GYMNASIUM						
Floor						
1. sweep						
2. spot clean						
Walls & doors						
1. spot clean						

Please sign/date by yourself and administrator - fax weekly cleaning checklist to Tina Schierman (780) 618-3143 at Central Office

E203a-01-16

FORM 102-2c

ADDITIONAL SECOND DAY CUSTODIAN CLEANING CHECKLIST

	DONE
START TIME	
END TIME	

GENERAL - Interior of Building

Hose cabinets, display cases	
1. wash & polish	
Ceiling air diffusers, air intake grills	
1. wash	
Venetian blinds	
1. wash	
Clean pictures, murals & clocks	
Wash windows	
Light fixtures	
Check all fire extinguishers	

ENTRANCES, LOBBIES & CORRIDORS

Clean door frames	
-------------------	--

CLASSROOMS, LIBRARY & MEETING ROOMS

Chalkboards	
1. clean boards	
Furniture (including tables & desks)	
1. dust	

ADDITIONAL ITEMS AS REQUESTED BY ADMINISTRATOR

Please sign/date by yourself and administrator and fax to Tina Schlerman (780) 618-3143 at Central Office when items are completed

 Name Signature Date

 Administrator Signature

E203c-01-16

HOLIDAY CUSTODIAN CLEANING CHECKLIST

	Comments	Done	Date
GENERAL - Exterior of Building			
Water grass area adjacent to building			
Keep school grounds in a clean & tidy condition			
Clean exterior signs & light fixtures			
Maintain shrubs, trees & flower beds in proper condition			
Water shrubs & flower beds			
Grass cutting at front & side areas adjacent to building			
GENERAL - Interior of Building			
<i>Hose cabinets, display cases</i>			
1. spot clean			
<i>Ceiling air diffusers, air intake grills</i>			
1. vacuum			
<i>Door grills</i>			
1. vacuum			
2. wash			
3. dust			
<i>Venetian blinds</i>			
1. vacuum			
<i>Light fixtures</i>			
1. dust and wash lenses			
2. re-lamp			
STAIRS			
Wipe & polish hand rails			
CLASSROOMS, LIBRARY & MEETING ROOMS			
OFFICES, STAFF & MEDICAL ROOMS			
ENTRANCES, LOBBIES & CORRIDORS			
<i>Walls</i>			
1. dust			
2. wash			
<i>Floors</i>			
1. sweep (vacuum rug)			
2. wash (shampoo if rug)			
3. strip (2 coats)			
4. wax (5 - 7 coats)			
5. polish			
<i>Ceilings</i>			
1. vacuum and/or dust			
<i>Glass doors, side glass & door frames</i>			
1. dust			
2. wash			
<i>Furniture</i>			
1. wash (if applicable)			
2. polish			
3. vacuum (sofa, etc.)			
WASHROOMS, SHOWER & DRESSING ROOMS			
<i>Walls & ceilings</i>			
1. wash			
2. spot clean			
GYMNASIUM			
<i>Floor</i>			
1. wash			
2. polish			
3. wax			
<i>Walls</i>			
1. wash			
ALL STORAGE ROOMS			
<i>Floors</i>			
1. sweep			
2. spot clean			
3. wash			
4. wax			
5. strip			
<i>Walls & shelving</i>			
1. dust			
2. spot			

Please sign/date by yourself and administrator - fax to Tina Schierman (780) 618-3143 at Central Office when the "AS REQUESTED" items are completed

Name Signature Date

Administrator Signature

FORM 102-3		MONTHLY CUSTODIAL TIMESHEET				
Name _____			School _____			
For Month of:						of 20
Date	Start Time	End Time	Start Time	End Time	Total Hrs.	Custodian Initial
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Note: To be completed and sent to the Maintenance Dept. at the end of every month.

Custodian Signature

Administrator Signature



Still have some questions.....

Please contact:

Kirk Pardy

Division Facility Manager

Phone: (780) 624-2060 ext. 6144

Cell: 780-881-1153

Email: Kirk.Pardy@nsd61.ca

Tina Schierman

Maintenance Secretary

Phone: (780) 624-2060 ext. 6140

Email: Tina.Schierman@nsd61.ca