

**MEMORANDUM TO:** Directors of Education

**FROM:** Kevin Kobus  
Assistant Deputy Minister  
Business and Finance Division

**DATE:** September 1, 2004

**SUBJECT:** 2004 School Facilities Survey Campaign

---

I am writing to you further to numbered memorandum 2004:B3 dated April 14, 2004 regarding the school facilities survey.

As indicated in the original Accountability Framework document released in January 2000, this is an annual survey. As such, boards will again need to put into place processes to collect survey results for the current academic year. The 2004 survey process will be identical to years past. Once again, boards will be responsible for coordinating the data collection process at the local level, and the Ministry will aggregate and analyze the data for public release in the Spring of 2005.

The internet web site used to gather these results at the individual school level will be located at the same web address as last year (<http://sfis.edu.gov.on.ca>). The component of the School Facilities Inventory System where schools access the system to provide their results will be operational between September 13, 2004 and November 12, 2004.

Extensive support materials and documentation was prepared for the initial survey in 2000. These materials were shared with boards in numbered memorandum 2000:B19 dated August 21, 2000 and are still valid. These materials can also be accessed online from the SFIS website at: <http://sfis.edu.gov.on.ca/Download/Survey/SurveyIndex.htm>.

To reduce the workload associated with this survey, boards will be able to re-use the usernames and passwords generated last year. More information on this and other administrative issues related to the survey will be shared with your School Facilities Inventory System contact person in the coming days.

I thank you in for your cooperation in administering this component of the Accountability Framework for Pupil Accommodation Grants. The results received are invaluable to boards in planning facility maintenance activities as well as identifying best practices that can improve the operational efficiency of schools.

If you have any questions regarding the upcoming School Facilities Survey campaign, please contact Adriano Mena at (416) 325-2022 (e-mail: [Adriano.Mena@edu.gov.on.ca](mailto:Adriano.Mena@edu.gov.on.ca)).

***Original Signed By***

Kevin Kobus  
Assistant Deputy Minister  
Business and Finance Division

cc: Senior Business Officials  
Senior Plant Officials