

Ministry of Education

Ministère de l'Éducation

Capital Programs Branch
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2010: SB 26

MEMORANDUM TO: School Business Officials
Superintendents of Plant

FROM: Nancy Whynot
Director, Capital Programs Branch

DATE: April 30, 2010

SUBJECT: **School Asset Management Database and Facility
Condition Assessments: Continuing Education and
Administrative Buildings**

As announced in memorandum **2010:SB9, School Asset Management Database and Facility Condition Assessments**, dated March 1, 2010, the Ministry is undertaking a competitive procurement process for an external vendor to provide a capital asset management database and school facility condition assessments. These services will assist both the Ministry and school boards with future capital planning and investment decisions relating to school renewal.

The Ministry intends to conduct facility condition assessments of all open and operating schools, except those that are very new, over a five-year period. We also recognize that this procurement provides an opportunity to collect additional data about school board administration facilities and continuing education facilities, cost permitting.

In order to include these facilities as part of the procurement deliverables, the Ministry requires basic data (name, address, gross floor area, etc.) about these facilities. In order to collect this information in a timely manner, the Ministry, on the advice of the school board representatives who form the Technical Advisory Committee for our procurement, asks that all boards complete the attached template and e-mail it to bsb.gpl@ontario.ca **by May 21, 2010**.

Eligible facilities are:

- All board-owned continuing education facilities that would not otherwise be captured in the list of open and operating schools with current enrolment. The Ministry recognizes that this list may change over time.

- One board-owned facility that is used as an administrative building. The specific facility is to be selected by the board, and the board may change its selection at a later date. Typically, this will be the board's primary administrative building.

If you have any questions about completing the template, please contact Mathew Thomas at (416) 326-9920 or Mathew.P.Thomas@ontario.ca or Amy Olmstead at (416) 326-9921 or Amy.Olmstead@ontario.ca. The Ministry wants to note that no final decision has been taken regarding the assessment of these facilities.

The Ministry is pleased to be able to support school boards in managing the renewal needs of their facilities by moving forward with this procurement. We want to thank the ongoing work of the school board Technical Advisory Committee.

Sincerely,

***Original copy signed by
Amy Olmstead for***

Nancy Whynot
Director
Capital Programs Branch