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2010: SB36

MEMORANDUM TO: Senior Business Officials

FROM: Grant Osborn
Director (A)
Capital Policy Branch

DATE: July 16, 2010

SUBJECT: Leading Practices Manual for School Construction

On behalf of the Ministry and the Expert Panel on Capital Standards, I am pleased to share with you a copy of a new resource, *From Concept to Classroom: Leading Practices Manual for School Construction in Ontario*, released yesterday at the 2010 Operations, Maintenance and Construction (OMC) Annual Workshop.

From Concept to Classroom serves as a practical reference tool for boards undertaking capital construction or any major addition or renovation. The manual takes a step-by-step approach through the school construction process and is intended to serve as a collection of leading practices based on the experience of members on the Expert Panel. You may also find the manual to be a useful resource in providing training to various individuals about the capital construction and approvals process. As well, the manual provides a list of the members of the Expert Panel with their contact information, as they have kindly agreed to serve as an additional resource for boards to use.

A considerable amount of effort went into creating this resource for boards, so on behalf of the Ministry, I would like to thank the Expert Panel members for sharing their collective best practices in building and renovating schools along with their contributions and commitment to the completion of the manual and their continued participation on the Panel.

An electronic version of the manual can be found at <http://faab.edu.gov.on.ca/CapitalPrograms.htm>. Our goal is to maintain this on-line version of the manual as a living document by updating it on a regular basis.

Please direct any comments or questions regarding the manual to Cettina Cuffaro at (416) 325-2034 or cettina.cuffaro@ontario.ca

A handwritten signature in black ink, appearing to read 'G Osborn', followed by a long horizontal line extending to the right.

Grant Osborn
Director (A)

Copy: Directors of Education
Superintendents of Business and Finance
Senior Plant Officials