**Ministry of Education**      **Ministère de l'Éducation**

**Capital Programs Branch**      Direction des programmes d'immobilisations
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<u>**REVISED**</u>      **2010: SB 51**

**MEMORANDUM TO:**      School Business Officials
Superintendents of Plant

**FROM:**      Nancy Whynot
Director, Capital Programs Branch

**DATE:**      October 26, 2010

**SUBJECT:**      **Condition Assessment Program for Education
Facilities in Ontario:  Verification of Facility
Information**

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As communicated previously in **Memorandum 2010:SB39,** school boards are
required to review the Ministry's current list of facilities for accuracy in order to
support the condition assessment of all qualifying facilities.

The response period has closed for the Ministry's Request for Proposals (RFP)
for the procurement of a capital asset management database and facility
condition assessments. Preparations are now underway for the implementation
of the condition assessment program. In order to plan and conduct facility
condition assessments beginning in the spring of 2011, the successful vendor will
need an accurate list of the facilities eligible for assessment.

Information to be Verified

The Ministry requires the assistance of school boards to review the facility
information for accuracy. Each board's facility list will be emailed to the board
separately. The Ministry recognizes that this list may change over time and
boards will have an opportunity to update the information prior to the actual
inspections

The facilities included on the list, in separate worksheets in the attached file, are:

- Operating schools;
- One board-owned facility that is used as an administrative building; and
- Board-owned continuing education facilities that would not otherwise be
  captured in the list of open and operating schools with current enrolment
  (if applicable).

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Note: Boards are encouraged to submit similar facility information about <u>all</u> of their owned support buildings including, but not limited to, administration offices, maintenance buildings, warehouses and field centres. However, the Ministry will only assess the condition of one board administrative building that is designated as such by the board as part of our condition assessment program.

For each board, the template includes the information below, most of which is already populated by the Ministry based on information in the School Facilities Inventory System (SFIS) and requires board verification. Some information is missing and requires board input.

- Facility name;
- Municipal address (not the mailing address, e.g. not a P.O. box);
- Age of the earliest part of the building still in existence;
- SFIS number;
- Campus ID number;
- Panel; and
- Gross floor area (GFA) in square metres – for permanent facility and re-locatable classroom module(s) (RCMs) if applicable.

The age of the facility is significant because facilities that are five to seven years old by 2015 will receive a new facility condition assessment and facilities eight years or older will receive a full facility condition assessment. The Ministry is seeking to ensure that the GFA of a facility is accurate and does not double-count space because two or more boards recorded space on their lists. As a result, a board that owns a facility should ensure that the GFA of the <u>entire building</u> is recorded on its list. A board leasing a portion of a facility or an entire facility long-term from another board should also record the relevant GFA on its list. In these leasing or co-ownership situations, boards are encouraged to work with their partner boards when verifying information.

The facility list template also includes the following fields for boards to enter data:

- Board ownership of the facility (yes/no) and percentage of ownership (which may be approximate);
- The names or numbers of other boards that are co-owners or tenants in the facility;
- The name of the board that would be the contact for the facility condition assessment program, where the board does not own the facility or co-owns or shares the facility; and
- Any additional comments (e.g. joint ownership arrangement with another board).

Building Identification Number

The template also includes a **Building ID number** that is unique to each individual education facility in the province. This new number is intended to identify a distinct, self-contained building envelope. It is different from the Campus ID number because the Campus ID number is intended to be shared between different buildings on the same physical site, including buildings owned or occupied by different boards. It is different from the SFIS number because two or more SFIS numbers may be linked to one building. The Building ID number will be used by the successful vendor to plan and conduct condition assessments.

The Ministry is generating the initial Building ID number based on the Campus ID number in SFIS. The Building ID number will appear in the format "12345-1", where "12345" is the Campus ID number and "1" represents which facility it is on the campus site. In the vast majority of cases, the Building ID number will appear as "12345-1" to indicate that only one building exists on that site (campus). In cases where there is more than one building on a site, the Ministry requests that boards assign a building number using the convention described above (12345-1, 12345-2).

If there are two buildings on the site owned by different boards, the Ministry requests that the affected boards work together to assign Building ID numbers and that each board report its number in its own template. Similarly, when two boards share a facility, the boards will have to work together to ensure the facility has the same Building ID number on each board's list.

In some cases, the Ministry may assign a Building ID number, but boards should modify them where they are inaccurate. In reviewing the information, the Ministry or boards may notice that two SFIS numbers on the same site may be assigned different Campus ID numbers. These situations should be identified on the lists, so the Campus ID numbers can be corrected. The Ministry has modified some Campus ID numbers already. Again, boards may correct those numbers. Boards are not required to verify that Campus ID numbers on the list match those in SFIS and should not be concerned if they do not match.

Once the Ministry receives verification from boards that the facility lists are accurate, the Ministry will request that boards ensure that all updated data is entered into SFIS **except the Building ID number and any updated Campus ID numbers, which the Ministry will do**. As noted above, the updated information will form the basis for the upcoming facility condition assessments.

Finally, the Ministry requests that each board designate one individual staff person to act as the primary contact for the Ministry's Condition Assessment Program and a separate person as the alternate contact. This information should be included on the template.

<u>Deadlines and Contact Information</u>

The Ministry requests that all boards submit their completed facility list templates and email it to bsb.gpl@ontario.ca **by November 26, 2010.**

If you have questions about completing the template, please contact Mathew Thomas at (416) 326-9920 or Mathew.P.Thomas@ontario.ca.

Sincerely,

Nancy Whynot
Director
Capital Programs Branch

cc:     Directors of Education