

**Ministry of Education**

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**2012: SB3**

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

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

**DATE:** **February 23, 2012**

**SUBJECT:** **Condition Assessment Program: Preparing for Year 2**

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As boards are aware, the first year of the Ministry's five-year Condition Assessment Program is complete. The Ministry, Altus and its partner Stantec are pleased to report that 905 facilities were assessed at 39 boards. All boards were transferred to TCPST<sup>TM</sup> from ReCAPP<sup>TM</sup> and 67 boards have undertaken training on TCPST<sup>TM</sup>. We thank those boards with assessments conducted in 2011 for their feedback in refining processes and documents.

The Ministry is in the process of reviewing the data collected in 2011. We note that most boards must update their TCPST<sup>TM</sup> records in order to meet the requirements for Good Places to Learn and Energy Efficient Schools reporting by March 31, 2012.

This memo is intended to communicate with boards about building on the success of the first year, Ministry expectations about board reporting, and use of the data.

**Highlights:**

- Assessment schedule for 2012 is attached
- Boards to select schools and prepare documents for assessments in a timely manner
- Remaining draft reports for 2011 assessments will be sent to boards by February 24, 2012

- Altus to undertake data cleansing in TCPS™ from March 19 to 30, 2012
- Boards to focus on updating TCPS™ from now until March 30, 2012
- New assessment data is an opportunity to update Remaining Service Life

## Preparing for Assessments

To ensure the most accurate assessments, it is important that board staff involved in preparing for the assessments, accompanying the assessment team and reviewing the reports, have a good understanding of the scope of work. Altus offers a one-hour webinar called “Assessment Scope” that covers the project scope. Please check the webportal ([www.edu-altus.com](http://www.edu-altus.com)) for dates and times.

Please note that two weeks prior to the assessments, Stantec will download the TCPS™ records for the facilities to be assessed. Each facility record will be locked until the final report is complete.

## Facility Selection

Attached as an appendix is the 2012 condition assessment schedule by board. Only the total number of facilities to be assessed in 2012 is listed, not the specific facilities. Please note that if your board is not listed, it is because your board is not scheduled to have assessments in 2012. Boards are asked to select the individual facilities they want assessed. Please refer to the document “**School Selection Process**” posted on the webportal for information on how to select facilities for assessment. Boards are reminded that they are responsible for ensuring that only *eligible* facilities are assessed.

Boards are also reminded that if they share a facility with another board, the entire facility must be assessed at the same time, *as part of the lead board’s assessment schedule*. Boards in shared facilities have worked with the Ministry to determine the lead board, which is the board that houses the facility record in its database. (The other boards in the facility may request access to the record. Facilities that are leased in their entirety from another board are also considered shared.) Please contact the Ministry if you have any questions about your shared facilities.

## Sharing Information with Stantec

A list of the documents (**Document Checklist**) required for the site visit assessments will be sent to each board in preparation for the Pre-Assessment meeting. In addition to the Document Checklist, Stantec will provide a barrier-free accessibility checklist and an energy conservation measure checklist. It is recommended that documentation and information requested in the checklists be provided prior to the pre-assessment meeting, as this will expedite the pre-assessment and site visit assessment processes. Note that non-adherence to the above will result in extensive questions during the pre-assessment meeting.

At 30 days prior to the first scheduled site visit, boards are requested to upload the completed Document Checklist and the information requested in the form to an FTP site to be provided by Stantec. If documents are not provided in time, the board's assessments may be postponed, possibly to a later year.

Please note that Asbestos Containing Materials (ACM) reports provided by the boards will be reviewed as part of the scope of work. The ACM reports should contain a summary table quantifying the amount of ACM in the building. Please note that the cost to abate asbestos as part of replacement may not be included in the report if the ACM reports do not include the summary table.

## **Reviewing Assessment Reports**

Within 60 days of the onsite assessment visit, the board will receive a draft Condition Assessment Report. Boards are asked to plan their staffing resources with this timeline in mind. The board then has 60 days to review this draft report and provide feedback to the assessors. Board comments will be reviewed and applicable changes will be made prior to the submission of the final Condition Assessment Report.

To review reports efficiently, the Ministry's Technical Advisory Committee, which consists of representatives from school board facilities departments, recommends that staff be familiar with the scope and that they review the document called "**How to Review the Draft Report**" located on the webportal. Otherwise, staff may spend time reviewing items that are out of the project's scope.

Only upon the submission of the final report will the asset record be unlocked in TCPS™ and the asset will become available for updates.

## **TCPS™**

### **Data Updates and Cleansing**

Altus will perform data cleansing in TCPS™ from March 19 to 30, 2012. This data cleansing will include configuration changes and other activities as identified individually by each board.

Boards should focus on updating TCPS™ from now until March 30, 2012 for those schools that have assessments scheduled in 2012. This includes updating project information, updating building inventory information, and reviewing the active school inventory and consolidating data with SFIS. Many boards also have March 31, 2012 reporting deadlines for GPL Renewal and Energy Efficient Schools funding.

Stantec has informed the Ministry that it will issue all remaining draft reports from the 2011 assessments to boards by February 24, 2012.

**Note:** Boards that are currently reviewing draft reports from the 2011 assessments are encouraged to return their comments promptly so that final reports can be generated

and those assets can be unlocked in TCPS™. Any data cleansing by Altus and updating by boards for these assets will only be able to take place after final reports are issued.

As a result of the Campus ID verification process undertaken by the Ministry and boards (Memorandum 2011: SB34), approximately 200 records will have new Campus ID numbers and/or Building ID numbers. These records will be updated in TCPS™ and in the School Facilities Inventory System by late March 2012. During this updating, the transfer of data from SFIS to TCPS will not happen.

The Ministry will be sending each board its facility list, including updated Campus and Building IDs, which is the list that is shared with Altus and Stantec. Boards are asked to inform the Ministry of any errors or omissions.

## **New Features**

TCPS™ now has new features, including a new import feature that boards may find very useful. Training is available for the new features – please check the webportal.

## **Training**

Boards are encouraged to take advantage of training sessions offered by Altus, either in class sessions or webinars. However, if staff have signed up for training but cannot attend, it is imperative that they inform Altus in advance of the training session that they will not be able to attend.

## **TCPS™ Accounts**

The Ministry reminds boards that we are reviewing the use and number of TCPS™ accounts by board. We will be communicating with boards soon about inactive accounts and situations where the number of accounts may be considered excessive.

## **Surveys**

Boards are to fill out surveys upon the completion of assessments of the final reports, after the completion of training, and once a year to comment on Altus user support. These surveys are critical to the success of the program and the evaluation of Altus and Stantec. Boards are asked to complete the surveys for 2011 they have not yet submitted.

The Ministry is working with Altus to review the assessment and final report surveys to make them less time-consuming for boards to fill out. These changes will apply to assessments undertaken in 2012 only.

## **Use of the Data**

The PSAB handbook (PS 3150.29) recommends that the useful life of the remaining unamortized portion of a tangible capital asset be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated. As a general practice, boards should review and make appropriate adjustments to the

Remaining Service Life (RSL) for any significant events that occur with their infrastructure assets. The RSL of infrastructure assets should be reviewed at a minimum once every five years.

Condition assessment data should be used by boards when updating the RSL of assets in the Tangible Capital Asset Database. Factors such as obsolescence, excessive wear and tear or other events could significantly diminish the service potential of the asset. Significant renewal investments could create improvements to service potential which could extend the useful life of the asset.

Examples with suggested approaches and guidelines of changing and / or estimating the RSL of tangible capital assets can be found on Appendix G of the School Board & School Authority Tangible Capital Asset Guide:

[http://faab.edu.gov.on.ca/Capital%20Asset%20Valuation/TCA%20GUIDE%20-%20AUG%202011%20Release%20No%207%20\(ENG\)%20v2.doc](http://faab.edu.gov.on.ca/Capital%20Asset%20Valuation/TCA%20GUIDE%20-%20AUG%202011%20Release%20No%207%20(ENG)%20v2.doc)

In addition, the Ministry will expect to see new data in any board business cases supporting capital priorities or requests for capital funding.

### **Ministry Assistance**

The Ministry is pleased to be able to support school boards in managing renewal needs through the implementation of the Condition Assessment Program. If you have questions about the Condition Assessment Program, please contact Mathew Thomas, Capital Programs Branch, at (416) 326-9920 or [Mathew.P.Thomas@Ontario.ca](mailto:Mathew.P.Thomas@Ontario.ca).

*Original signed by:*

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