

## WHO TO CALL?

FACILITIES DEPARTMENT			MAINTENANCE DEPARTMENT			
FRANK GIAMPA	GARY HOLTZ	Secretaries:	KEN NIVEN		Secretaries	IAN THOMSON
Assistant Secretary-Treasurer, Facilities & Planning Services 604-937-6785	Assistant Director, Capital Projects & Planning 604-937-6783	Candace Larsen 604-937-6780 Bettina Leduc 604-937-6788 <a href="mailto:facilitiessecretary@sd43.bc.ca">facilitiessecretary@sd43.bc.ca</a>	Assistant Director, Maintenance Operations 604-941-5643		Peggy Shires Maureen Viney 604-941-5643 604-941-6278	Caretaking Operations 604-834-8873
Overall concerns about departmental activities, response, performance	Capital Projects Project schedules Project spending forecasts and budgets Client Architect Agreements	Receipt and processing of Facilities work requests	Structural, electrical, heating, ventilation maintenance problems	Minor renovations projects	Receipt and processing of Maintenance work requests	<b>Custodial Managers</b> Bill Kilner 604-329-6872(cell) Bill Brisbin 604-329-1654 (cell)
Renovations planning	Project management process Contract tendering standards	Garbage pick-up and recycling	Minor & major painting	Energy management implementations	Scheduling of opening and closing requests.	Custodial Department enquiries
Additions planning	Project Manager assignments Closed Project files	Security card information	Grounds maintenance	Vandalism and security Initiatives	Deliveries scheduling	Caretaking supplies
New schools	Annual Capital submission	Facilities procedures, references and clarifications	Deliveries	Implementation of approved Facility work requests	Emergency requests and safety issues.	Report pest infestations (ants, rodents, etc.)
Facilities budgets & funding	District Wide Facilities Plan	Adventure playground applications	Security and fire safety	Utility management		
Requirements for portable classrooms	Eligible school site proposal School site acquisition charge		Scheduling of approved maintenance work	Liaison with architects, consultants, contractors for renovation projects	<b>MAINTENANCE STORES</b> Angus Thomson 604-830-6755	
Projects to be funded by the school, PAC or user group	Comments on City development proposals		Problems with maintenance contractors	Daycare/Portable applications (Site review)	Vacuum Repairs	
District capital construction program			Maintenance Department discipline		Caretaking/First Aid supplies	