

Purpose/Background

P3 Schools are a Private, Public Partnership joined by a bidding process through the Alberta Government as a way to fund and build schools that were needed in the province. P3 Schools are built and maintained by a public contractor within the constraints of the Design Build Finance Maintain (DBFM) Agreement signed by all parties. Each School Board is responsible for having a Division Representative that looks after all aspects of the P3 management, including correspondence with the schools and contractor. P3 schools should be treated like a leased space. The tenants (School Board Staff) are responsible for respecting and following the guidelines outlined in the Design, Build, Finance and Maintain (DBFM) Agreement.

School buildings and/or school grounds built and operated within the P3 model must strictly adhere to the DBFM Agreement guidelines. It is the responsibility of the School Administration to ensure their staff has the knowledge needed to work and operate on a daily basis within the guidelines and restrictions of a P3 facility according to the DBFM Agreement. Mandatory training must be arranged for staff as needed through the School Board Representative (currently the Service Response Centre). The school is directly responsible for the cost of repairs and necessary alterations that are required due to lack of regard for the guidelines set out in the DBFM Agreement.

Procedures

1. All service requests or alterations whether for general maintenance or for changes must be submitted using Asset Planner.
2. All approved grounds and facility modifications within the school will generally be done by the P3 contractor. RVS Maintenance and Grounds staff are not permitted to complete work on site unless permission is granted.
3. If an after-hours building **emergency** occurs at a P3 school, the Head Building Operator or designate is authorized to call the P3 contractors help desk directly. The emergency must also be reported to the RVS Service Response Centre as soon as reasonably possible.
 - Response Times for the P3 contractor are as follows: Emergency – 2 hours (ASAP); Urgent – 24 hours; Routine – 7 Days. Please note this is response time not a resolution time.
 - Security codes and key cards are issued through the Maintenance Workflow following administrative procedure F2a. Key cards are not always issued by the Service Response Centre (sometimes through the P3 contractor directly) but they must be requested through the Maintenance Workflow process.
4. School administration will only allow access to P3 Contractors who are on the authorized list provided by RVS.
5. School Administration, Head Building Operator and other School Staff are required to attend meetings with the P3 representatives from time to time as per the DBFM Agreement.
6. Only LEED approved cleaning products can be used within RVS P3 Schools. For an approved list contact the Supervisor of Caretaking or the Service Response Centre.

7. No large objects, or furnishings and equipment, are to enter or be moved around within the school (including bleachers, appliances, rolling blackboards/whiteboards, etc...) without written permission from the P3 contractor. Permission may be obtained by submitting the request through Asset Planner.
8. No item can be mounted to the walls, doors, windows, ceilings, ceiling spaces, wall fixtures, (lights, panels, millwork, etc.) without written authorization from the P3 Contractor. This authorization can be obtained by submitting a request through Asset Planner. The following methods of mounting/decorating are strictly prohibited:
 - Tape, thumb tacks, push pins, adhesive backed stickers, decals, adhesive sprays, spray paint, and markers.
9. It is the responsibility of the principal to ensure that the teaching staff are aware there is a P3 contractual agreement regarding maintenance of equipment within Commercial Kitchens and CTS spaces.
10. Community Use or Commercial Use or Third Party Use of a space within all P3 schools must go through a special approval process via School Dude. All Groups, and specific uses, must be pre- approved by Alberta Infrastructure. The P3 Contractor may charge RVS for Community Use within P3 schools.

Reference:

- School Act Sections 20, 60, 61, 113, and 152
- Funding Manual for School Authorities
- School Authorities Planning and Reporting Reference Guide
- Occupational Health and Safety Act
- Design, Build, Finance and Maintain Agreement