

**Report to the Board of Education (Richmond)**  
**PUBLIC**

**DATE:** 25 January 2023

**FROM:** Debbie Tablotney, Chairperson, Policy Committee

**SUBJECT:** Notice of Motion – Policy Section 700: Facilities – Phase 2

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**NOTICE OF MOTION TO JANUARY 25, 2023 MEETING OF THE BOARD OF EDUCATION (RICHMOND)**

In accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*, this is a Notice of Motion that a RECOMMENDATION will be presented to the February 22, 2023 Public meeting of the Board of Education (Richmond) to approve revised **Policy Section 700: Facilities – Phase 2**.

**BACKGROUND**

At its 12 October 2022 Public Meeting, the Board passed a motion from the Chair of the Policy Committee that the Board of Education Richmond approve that Section 700 Policy be circulated to stakeholders for input and feedback with a timeline of two (2) months.

Phase 1 of the Section 700 policy review, which focused on facilities planning and development, had its proposed policy revisions adopted by the Board at its Public Meeting of 23 June 2021.

Phase 2 focuses on the review of maintenance, operations and transportation policies and regulations, and is the current package being considered.

**CONSULTATION**

No feedback was received from stakeholders in the three months since the 12 October 2022 Public Board meeting.

**SUMMARY**

Section 700: *Facilities – Phase 2* involves the proposed replacement of Facilities-specific Policies 702, 702.2, 702.6, 703, 703.3 and 703.4, Regulations 702-R, 702.2-R and 703.4-R, new Regulation 703.3-R and Administrative Guideline 703.3-G, and retirement of Policy 702.9.

Respectfully Submitted,

*Debbie Tablotney*  
Chairperson, Policy Committee

## **EXCERPT from Policy 204: *Creation and Revision of Policy and Regulations***

*... Notice of Motion for any adoption, amendment, or suspension of a policy or regulation shall be submitted at the regular public Board Meeting prior to the meeting at which the change will be considered ...*

### *Definitions:*

**Policies** define guiding values, overall purposes and specific goals. They indicate, as directly and concisely as possible, what the Board wants and why.

**Regulations** define required actions. They indicate how and by whom the Board requires things to be done.

**Administrative guidelines** are developed and maintained by the Superintendent to complement policies and regulations developed by the Board by providing additional or more detailed procedures and expectations when that is deemed necessary by either the Superintendent or the Board.

## **FACILITIES**

## **Policy 702 (previously Policy 902)**

### **Facilities Maintenance and Operations**

#### **Facilities Maintenance**

The Board recognizes the importance of functional, comfortable and attractive surroundings to enhance the effective implementation of the educational program. The Board also recognizes that life of District facilities, which constitute a major capital investment, can be extended by timely and proper maintenance. An annual maintenance program shall be developed to provide repairs and preventative maintenance of the grounds, buildings, equipment, furniture and fleet to ensure the efficiency and safety of district facilities.

Maintenance activities will be initiated through:

- Standing activities such as landscape maintenance, snow removal and scheduled servicing of assets.
- Requisitions raised by the building occupants.
- Requisitions raised by the maintenance staff.

The maintenance budget will be established annually during the budget development process.

Periodic review of district facilities will be undertaken by Facilities Services staff to:

- Evaluate their condition and conformity with district standards and Ministry of Education guidelines.
- Update facilities condition index data and support major capital planning priorities in the District Long Range Facilities Plan.
- Factor into business cases of Ministry-supported capital projects.
- Assist in the development of deferred maintenance and renewal plans of the District.

#### **Facilities Operations**

An annual operations program shall be developed to ensure the cleanliness and security of district facilities.

The Board shall ensure the provision of adequate electrical and mechanical utilities, waste management and other utilities to all district facilities to satisfy the requirements of the District's educational program and to encourage the community use of school facilities.

References: School Act Sections 20, 22, 23, 65, 74, 85  
WorkSafe BC Occupational Health and Safety Regulation  
BC and National Building Codes and Fire Codes

Adopted: 05 March 1990  
Revised: 22 February 2023

## Facilities Maintenance and Operations

### Work Orders

1. All non-emergency maintenance services work is carried out in response to requisition-generated work orders processed through the web-based District computerized maintenance management system.
2. Emergency work will be undertaken as expeditiously as possible, with a work order raised at the earliest convenience.

### Rotating Maintenance Service Crews

1. Rotating maintenance service crews may be deployed to provide maintenance to any existing parts of the building or the systems in the building such as carpentry, computer support, electrical, mechanical and painting.
2. Work carried out by these crews slows or reverses the natural process of wear inherent in occupied buildings or provides repair for predictable 'wear and tear' problems.
3. Where rotating service is provided, crews work on a schedule to ensure all schools have been visited once before any is visited again. Because schedules are subject to staff availability, and may be interrupted for extended periods of time, a formal calendar schedule is not available.
4. The list of corrective work to be undertaken shall be prioritized by the School Administrator/Site Manager or designate and entered into the District computerized maintenance management system prior to the crew's arrival on site.
5. When the crew arrives at a site, they will report to the office to confirm the time frame they will be onsite. While there they will:
  - a) Complete any non-emergent requisition items required to maintain the existing building, equipment or components;
  - b) Review other selected items to determine the need for maintenance on items not identified on work orders; and
  - c) Report back to the office all work carried out in the building and may request the generation of additional work orders to cover work done that was not identified on existing work order requests.

### Emergency Calls

1. The following items are to be phoned to the Facilities Services Centre for consideration of immediate response:
  - a) Waterline break,
  - b) Vandalism such as a broken window or graffiti on the walls,
  - c) Plugged drain causing flooding,

- d) Damage to a fire or intrusion alarm,
  - e) Loss of power,
  - f) Fire,
  - g) Security problem such as an exterior door which will not lock,
  - h) Loss of heat, etc.
2. If there is any doubt, the Facilities Services Centre is to be called: phone 604-668-7828 for clarification.
  3. The response time may be adversely affected by the extent of similar problems throughout the District.

### **Grounds Crew – Winter Maintenance**

1. The Grounds Foreperson shall establish a schedule for grounds maintenance at each school during the period November to February.
2. The crew will remain on site for three to five (3 to 5) days and carry out the following types of maintenance and repairs:
  - a) Clean all paved surfaces at site
  - b) Clean all paved area sumps
  - c) Rake leaves and remove other debris from grounds area
  - d) Repair damaged chain link fencing
  - e) Upgrade old chain link fencing to current District standards
  - f) Prune and trim trees and shrubs as necessary and as weather will permit.
  - g) Check and repair/replace playground equipment to eliminate safety hazards.

References: School Act Sections 20, 22, 23, 65, 74, 85  
WorkSafe BC Occupational Health and Safety Regulation  
BC and National Building Codes and Fire Codes

Board Concurrence: 05 March 1990  
Proposed Revision: February 2022

## **FACILITIES**

## **Policy 702.2 (previously Policy 902.2)**

### **Installation of Adventure Playgrounds**

The Board encourages and supports the construction of adventure playgrounds for schools.

It is the policy of the Board to work in co-operation with the City of Richmond to ensure full and complete communication between schools and Parent Advisory Councils on any plans to construct new adventure playgrounds, or additions to existing adventure playgrounds.

## **FACILITIES**

## **Policy 702.2-R (previously Policy 902.2-R)**

### **Installation of Adventure Playgrounds**

The District will maintain all Adventure Playgrounds at an expense to the District through the annual Grounds Department maintenance budget.

Adventure Playgrounds will be removed at the end of their functional lives (functional life is defined as a period when the equipment can be maintained in a Canadian Standards Association (CSA) defined safe condition without the need for capital input greater than 50% of the purchase value of new equipment; lifespan is estimated at between 10 and 20 years). Schools will be given a one year minimum notice that the equipment will be removed.

The purchase and installation of new, additional or replacement Adventure Playgrounds will not be funded by District. Funding will come from fundraising (i.e. Parent Advisory Council), City of Richmond, Ministry of Education or combination thereof. Facilities Services will prepare the site for the installation at the District's expense.

All new Adventure Playgrounds will be standardized, meet District and CSA guidelines, as well as allow for universal accessibility. They will also be integrated with standard equipment to form a cohesive, planned playground site.

All new Adventure Playgrounds will be pre-approved by the District. Refer to the District "Guidelines for Manufactured Playgrounds and Natural Outdoor Play & Learning Environments Installations" document for planning, design, procurement and installation processes.

Adopted: 02 March 1998  
Revised: 22 February 2023

## **FACILITIES**

## **Policy 702.6** **(previously Policy 902.6)**

### **Inventory**

It is the responsibility of the Secretary-Treasurer to establish and maintain comprehensive records pertaining to all component systems of the District's facilities.



## **FACILITIES**

**Policy 702.9**  
**(previously Policy 902.9)**

### **Life Cycle Analysis of Physical Plant**

#### **Review and Evaluation of Physical Facilities**

The Secretary-Treasurer shall undertake a periodic review of existing district facilities in order to apprise the Superintendent of Schools of their condition and evaluate their conformity with district standards and Ministry of Education guidelines. After consultation with the District Management Committee, the Superintendent of Schools shall inform the Board of the results of the review, and of the need, if any, of further action.

**PROPOSED TO BE RETIRED.  
WORDING INCORPORATED INTO PROPOSED  
REVISED POLICY 702**

## **FACILITIES**

## **Policy 703 (previously Policy 903)**

### **Safety Program (Buildings and Grounds)**

The Board recognizes its responsibility to strive for the highest standards of safety in all facets of district facilities operations and supports the systematic identification and rectification of any deficiencies in buildings, grounds, equipment or operational procedures which jeopardize these standards.

The sites, properties, and equipment of district schools shall be maintained in safe and clean conditions. The Facilities Services Branch, under the general authority of the Superintendent of Schools, shall be responsible for the maintenance, cleanliness and safety of district buildings and grounds.

The Board also accepts its responsibility, towards its employees and its students, to provide so far as is possible a safe and healthy place in which to work and study. The Board directs the staff to take any reasonable steps to meet this responsibility, paying particular attention to:

1. The proper care and maintenance of the schools and other district facilities, properties and equipment;
2. Safe arrangements for the use, handling, storage, and transport of potentially dangerous articles and substances;
3. The provision of information, instruction, supervision, and training in safety habits and procedures, so that students and employees learn to recognize hazards and will contribute to their own safety and the safety of others;
4. The provision and maintenance of safe access to (and quick emergency exit from) places where people work and study;
5. The provision of safe and healthy work and study environment; and
6. The provision of emergency and first-aid facilities and training.

Without detracting from the primary responsibilities of teachers and administrators to ensure safe conditions in the schools, competent technical advice on health and safety matters will be sought outside of the District when this is necessary to assist those responsible.

No safety policy is likely to be successful unless it actively involves all occupants and users of district facilities. In this regard, the Board reminds employees of their duty to take care in their own work for the safety of themselves and their co-workers, and for the safety of students and the public. All district employees and students are expected to cooperate fully with the Board and the school administration in carrying out this safety policy in letter and in spirit.

## **FACILITIES**

## **Policy 703.3 (previously Policy 903.3)**

### **Building and Grounds Security**

The Board, recognizing the significant investment in buildings, grounds, supplies and equipment, has a responsibility to protect these investments by ensuring school buildings and grounds are adequately secured.

Furthermore, the Board, in order to ensure the protection of students and staff and the maintenance of order within its jurisdiction (District buildings and grounds) authorizes all school administrators, in accordance with the provisions of the School Act, to take any action they deem advisable for the maintenance of order and the protection of students and staff.

Specifically, school administrators may have individuals removed from the Board's jurisdiction if in the opinion of the school administrator the conduct and behaviour of the individual(s) is detrimental to the wellbeing of the students. This could include person or persons on school grounds or in school buildings for purposes other than authorized school business, person or persons distributing material published by any organization which is not authorized or required in furtherance of the objectives of the school. This shall include exclusion from schools those people and materials that produce and promote hate.

#### **Protection of Students and Maintenance of Order**

The Board authorizes all school administrators, teachers, custodial staff and others in its employ to make such directions and to follow such courses of action as deemed appropriate for the protection of students and the maintenance of order, and the Board declares that this resolution constitutes an authorization pursuant to the School Act.

The order of authority under this authorization is as follows:

- i) school principal; and in the event of his/her absence,
- ii) school vice-principal; and in the event of his/her/their absence,
- iii) teacher; and in the event of their absence,
- iv) custodial staff and others in the Board's employ.

#### **Access to Buildings**

The Board directs the School Administrators and Site Managers to devise procedures designed to safeguard against unauthorized access to buildings, and to ensure that adequate key and proximity card control is exercised so that only those persons who must have access to buildings (for reasons of work or emergency intervention) possess keys and/or proximity cards and are accountable for their use.

## **Fencing**

The fencing of school sites shall be a site specific decision made by District staff either at the time a new school is built, or at such time as conditions warrant the installation of perimeter fencing, subject to the availability of funding.

The Board supports the "good neighbour" philosophy of encouraging the construction and sharing the cost of suitable fencing on the boundaries between its various properties and those of its neighbours.

References: Section 177 School Act  
Adopted: 05 March 1990  
Revised: 22 February 2023

## FACILITIES

## Policy 703.3-R

### Building and Grounds Security

#### Building Alarm System

1. The building alarm systems are monitored 24 hours daily, 365 days per year by a private company (the "monitoring station"), to which the District issues callout procedures to ensure appropriate response in event of an unusual incident including intruder, fire, freezer failure, unscheduled school opening and closing.
2. The monitoring station may call out fire, police, security or maintenance staff.
3. Staff encountering a problem in a facility after normal working hours are to report it to the monitoring station at its posted telephone number.

#### Opening and Closing of District Buildings

1. All facilities in the District have two (2) levels of security:
  - a) Locks on exterior doors, and
  - b) Intrusion alarm system.
2. During normal working hours the School Administrator/Site Manager or designate is responsible to ensure the facility is opened and closed at the appropriate times.
3. This procedure is designed to ensure that those persons assigned site keys and proximity cards to access District sites, use such tools in a correct, responsible, accountable fashion, so as to safeguard against unauthorized access to sites and to prevent false alarms.
4. Outside of normal operating hours - immediately after unlocking/disarming the building, staff are required to first contact the monitoring station. Staff will provide their first and last name as well as a temporary schedule of how long the site will remain open in accordance with the District's "working alone" procedures.

#### Site Keys and Proximity Cards

1. Site keys and proximity cards are issued by Facilities Services Branch only to Facilities Services staff, School Administrators, Site Managers and those site personnel identified in writing by the School Administrator/Site Manager.
  - a) Site keys and proximity cards are not to be loaned out or passed on to others and must remain in the assigned key/cardholder's possession as long as they are an employee or contractor of the District.
  - b) Any unauthorized key or proximity card holders must be reported immediately to the Facilities Services at 604-668-7828.
2. If a site key or proximity card is lost, stolen or damaged, the key/cardholder must immediately advise Facilities Services by telephone (604-668-7828) or email ([mainop@sd38.bc.ca](mailto:mainop@sd38.bc.ca))

3. It is the School Administrator's/Site Manager's responsibility to ensure that, when an employee or contractor leaves the District, any assigned keys and/or proximity cards are immediately retrieved and returned to Facilities Services.
4. Larger sites may have more than one security alarm system, thus disarming one system does not automatically disarm others. Personnel accessing a site outside of normal operating hours must be familiar with the particulars of that site – if unsure, personnel are directed to contact Facilities Services for more information.

### **Fencing of School Sites**

1. The fencing of school sites shall be a site specific decision made by District staff either at the time a new school is built, or at such time as conditions warrant the installation of perimeter fencing, subject to the availability of funding. The following criteria shall govern decisions to install perimeter fencing on school sites:
  - a) Valid concerns exist for the safety and protection of students due to:
    - i) A consistent high volume of traffic on a road or street adjacent to an active play area where the purpose is to protect children from uncontrolled and unsafe entrance to such road or street. Where high volume of traffic is not a factor, but concerns are raised, each case will be considered on its own merits.
    - ii) Unsavoury surroundings or a high volume of pedestrian traffic where the purpose is to restrict unauthorized pedestrian access to the site.
    - iii) Legitimate concerns about a heavily wooded area adjacent to a school site.
    - iv) Other hazards on or adjacent to school sites, that cannot be removed.
2. Generally, fencing will not separate school and park sites, the exception being if there are concerns outlined in Clause 1 above.
3. Where adjacent residents have legitimate concerns about the protection of their property due to activities occurring on school property, subject to the availability of funds, the District will carry out the installation of fencing and pay fifty percent (50%) of the cost, provided the majority of adjacent property owners agree to pay fifty percent (50%).
4. Fencing installed under this policy shall generally be placed on District property lines only. Exceptions will require appropriate legal agreements.
5. Perimeter fencing will generally be at least 1.22 metres (four [4] feet) tall with chain link fabric and a steel structure installed by school district staff or a contractor managed by the District.

## FACILITIES

## Policy 703.3-G

### Building and Grounds Security

#### 1. Accessing a Site that is Locked

- a) All access to and exit from a locked site must be via the designated entrance door to the building.
- b) First observe the status of the light from outside the building:
  - i) If the blue light outside the building is ON, do not enter the building as an alarm has been triggered and authorities are on route to tend to the alarm.
  - ii) If the inside foyer/hallway lights are OFF, the security system is armed and requires proximity card presented to the inside security keypad card reader to disarm. The monitoring station must be called with a security code if disarming outside normal operating hours.
  - iii) If the inside foyer/hallway lights are ON, the security system has been disarmed by someone already in the building.

#### 2. Opening Procedure Using a Proximity Card

- a) Present the proximity card to the designated entrance card reader. Note: The proximity card needs only to be placed near a card reader to activate it. It may be kept in a purse or wallet; however, it may not work if it is stored next to another proximity card.
- b) If the card is valid, the main entrance door will release for five (5) seconds to enable entry (the door will remain locked). If the security alarm panel display indicates that:
  - i) The system is "ARMED", present the proximity card to the inside security keypad card reader only once (do not present the card multiple times). Wait for approximately five (5) seconds and the alarm system will disarm. Confirm alarm panel display indicates "DISARMED". If outside of normal operating hours, contact the monitoring station, provide name, personal security code and confirm the time when you will be exiting and closing the site.
  - ii) The system is "DISARMED" outside of normal operating hours, locate the other occupant(s) in the building to confirm the site opening and closing times already given to the monitoring station. Notify the monitoring station, providing name and personal security code, if there are any changes to the site closing time.
- c) If accessing and leaving a locked site within normal operating hours, it is not necessary to contact the monitoring station.

#### 3. Closing Procedure

- a) Once ready to close the site outside of normal operating hours:
  - i) Ensure that all doors and windows are secure and that no one else is still in the building.
  - ii) Proceed to the security alarm panel which should display that the system is "READY TO ARM". If not, stand still for a few seconds as a motion sensor may have picked up the cardholder on route to the panel and needs to re-set.

- iii) Once the display indicates "READY TO ARM":
  - Present the proximity card to the security keypad card reader. This will re-arm the alarm system;
  - Wait for approximately five (5) seconds (do not present the card multiple times);
  - Hallway/foyer lights will automatically turn off; and
  - Confirm alarm panel screen indicates "ARMED \*AWAY\* You may exit now".

*Note: If a sensor picks up a motion while being armed, the system will cancel. Panel display will indicate "fault". Please repeat re-arming procedure*

- iv) Exit the building within 30 seconds using the nearest door and confirm that the door is locked after exiting.
- b) At the end of a business day (normal school or office hours), the custodian or other staff will usually lock the main entrance door, but the site alarm system(s) will remain disarmed until the custodian re-arms it/them at shift end (typically between 10:00 pm and midnight) following the site closing procedure detailed in above.

#### **4. Late Closures**

- a) Exiting the building after site closing (after the custodian shift-end) requires advance notice to both the custodian and the monitoring station to ensure the security alarm system in the occupied section of building remains disarmed.
- b) If the site was accessed outside of normal operating hours and the monitoring station was already notified of the anticipated exit time, and additional time is required, the monitoring station must be contacted in advance of the original exit time to advise of the revised exit time.

#### **5. Failure to Properly Open or Close a Site**

- a) If someone accessing a site:
  - i) Does not contact the monitoring station, advising it of access to a building outside of regular hours, or leaves the building after the advised departure time;
  - ii) Does not properly present the proximity card to the security keypad card reader to disarm or re-arm the security alarm system. The monitoring station may dispatch a security runner to the site.

The school/site will be charged the fifty dollar (\$50) fee for the runner to attend to any security related issues required to restore security to the site per incident.

- b) If the alarm was caused by Facilities Services personnel (including the site custodian), the school/site will not be charged.
- c) Any person having difficulty disarming or re-arming the system, thus setting off an alarm, must immediately contact the monitoring station.

#### **6. Weekend/Special Events Coverage**

During use of District facilities for special events the following procedures must be followed by the staff member responsible for opening and securing the building:

- a) Open the site through the designated entrance door following the instructions laid out in Sections 1 and 2.



- b) Turn on the lights only in the areas to be used and ensure awareness of timer override for heat in particular areas of the building.
- c) When the alarm system is disarmed (alarm panel display indicates "DISARMED"), check the perimeter of the entire facility to confirm the building's security.
- d) Go to the location of the event, opening only doors required for that event. Keep in mind that user groups do not have access to the entire building. Never lock exit doors in areas such as gyms, auditorium, cafeteria, weight rooms, change rooms and music rooms when in use. In case of emergency, people must have unobstructed egress.
- e) When the event is finished and all people have left, secure all perimeter doors.
- f) Lock inside doors as necessary, turn off lights in rooms and halls.
- g) Do a perimeter check of the building, checking for damage and unlocked doors.
- h) Ensure all fire doors are closed and close/re-secure the site following the instructions laid out in Section 3.
- i) All user groups have contracted to use only specified areas and equipment. With that in mind, the custodian (staff member) must use good judgment in not allowing user group access to other equipment or areas of building not contracted for. Ensure keys are returned as per prior arrangement.
- j) If additional help is required or unusual circumstances arise, please contact Facilities Services.

## **FACILITIES**

### **Policy 703.4 (previously Policy 903.4)**

#### **Vandalism**

The Board recognizes its responsibility to ensure an environment in which the property of the District, its students, and its staff are safeguarded. To this end, the Board encourages district and school staff and students to participate jointly in a continuous program for the prevention of vandalism.

Although the Board recognizes that damage to school property can occur under a variety of circumstances and at different times, the Board deplors any willful or negligent behaviour likely to result in damage to school property. The Board recommends appropriate action be taken to mitigate or prevent destruction or loss resulting from such behaviour, and to bring those responsible to account.

A reward may be offered by the Board for information leading to the apprehension of any person who willfully damages school district property.

## **FACILITIES**

## **Policy 703.4-R (previously Policy 903.4-R)**

### **Vandalism**

#### **District Property**

##### Definition

For the purpose of these Regulations, vandalism shall be defined as "damage or destruction of District property resulting from malicious acts or acts of misbehaviour."

1. During the school day and on special school occasions, the responsibility of safeguarding school property falls upon the school teaching and custodial staff. At other times, persons in charge of authorized activities in the school are responsible for safeguarding school property.
2. School staff are encouraged to promote student involvement in programs designed to safeguard school property.
3. When damage has been caused by vandalism, it shall be so indicated on the Facilities Services work order. Facilities Services shall determine the cost of the damage.
4. In instances of major vandalism, the school administrator shall be responsible for submitting an Incident Report Form.
5. Where the person responsible for the damage is a student whose identity is known, the school administrator shall inform the parent(s) or guardian(s) by letter that a charge for the cost of the damage will be made against them. A copy of this letter shall be sent to the office of the Secretary-Treasurer and the office of the Executive Director, Facilities Services.
6. As appropriate, the Secretary-Treasurer's office (or the administrator of the school concerned) shall be responsible for the collection of monies from the responsible party.
7. If further action is deemed appropriate, the Secretary-Treasurer shall consult with the Superintendent of Schools and the school administrator to determine the nature of that action.

#### **Employee's Vehicles**

##### Definition

Vandalism shall be defined as "damage resulting from malicious acts or misbehaviour".

1. Employees are expected to leave their cars in designated parking areas only and take standard precautions.
2. The Board will reimburse its employees for damage to their personal vehicles caused by vandalism whilst they are located on property owned or administered by the Board.
3. As necessary, school staff are encouraged to promote school involvement in programmes to safeguard employees' automobiles.
4. The amount payable by the Board shall be limited to the minimum deductible offered by the Insurance Corporation of British Columbia or the actual cost, whichever is the lesser.

5. There shall be evidence that the vandalism occurred while the employee was in attendance at work.
6. The school administrator shall be responsible for submitting an incident report form, and Richmond RCMP shall be notified of the vandalism; further, the names of any persons causing the damage shall be stated on the incident report.
7. Payment to the employee shall be made upon submission of a receipt covering the cost of repairs.

Adopted: 05 March 1990  
Revised: 22 February 2023