



SCHEDULE OF DUTIES
Fax Numbers: Administrative Services (2011)
Service Centre (2005)

<u>Administrative Services</u>	<u>Contact</u>	<u>Phone</u>
- Budgets/Budget Preparation	Donald Lloyd/Kate Holmes	7021/7022
- Budget Manager Financial Reports	Kate Holmes	7022
- Financial Policies	Donald Lloyd	7021
- Accounting Procedures	Kate Holmes	7022
- Property Taxes	Kate Holmes	7022
- Tuition Fees	Kate Holmes	7022
- Administrative Information	Gay Hoffman	2000
- Insurance Inquiries	Gay Hoffman	2000
- Asset Disposal	Donald Lloyd/Laurier Langlios	7021/7023
- Facility Rentals, Billing & Inquiries	Gay Hoffman	2000
 <u>Furniture and Equipment</u>		
- School Desks	Laurier Langlios/Ray Hickey	7023/7018
- Cafeteria Equipment	Laurier Langlios/Ray Hickey	7023/7018
 <u>Transportation Services</u>		
- Student Bus Tickets/Go Passes	Tara Thoen	7020
- General Inquiries	Tara Thoen	7020
- Traffic Signage and Placement Inquiries	Gay Hoffman	2000
- Route Changes and Approvals	Tara Thoen	7020
 <u>Maintenance Services</u>		
- Mechanical & Electrical Services	Daryl Therres	2002
- Construction and Project Management	East Side – Wes Osatchuk	2000
	West Side – Phil Rochon	2001
- Security Systems	Laurier Langlios/Daryl Therres	7023/2002
 <u>Service Centre Operations</u>		
- Grounds and Maintenance	Daryl Therres	2002
- Snow Removal	Daryl Therres	2002
- Garbage Pick-up	Daryl Therres	2002



SCHEDULE OF DUTIES
Fax Numbers: Administrative Services (2011)
Service Centre (2005)

<u>Maintenance - Building</u>	<u>Contact</u>	<u>Phone</u>
Exterior		
- Exterior building repairs	West Side – Phil Rochon	2001
- Playground and grounds repair	East Side – Wes Osatchuk	2000
Interior Building Repairs & Alterations		
- Remove and/or repair walls, ceilings and floors	West Side – Phil Rochon	2001
- Repair damaged doors hardware, millwork, etc.	East Side – Wes Osatchuk	2000
- Repair or relocate chalkboard, tackboard and whiteboard		
<u>Maintenance – Plant</u>		
- Maintain, repair and service all mechanical and electrical equipment	Daryl Therres	2002
- Service boilers, furnaces, rooftop units, air conditioning, etc.		
- Repair, replace or service plumbing equipment such as sewer lines, drain lines, toilets, urinals, basins, etc.		
- Responsible for operation of sprinkler system, fire alarms and equipment and security alarms		
- Responsible for maintenance and servicing of all electrical equipment such as wiring, lighting, panels, fixtures, etc.		
- Repair of cleaning, lawn care and snow removal equipment		
<u>Minor Renovations and New Projects</u>		
- Minor renovation projects i.e. staff rooms, computer rooms, offices, kindergarten rooms, resource centres, etc.	East Side – Wes Osatchuk	2000
- Millwork construction i.e. new and altered wood lockers, cabinets, desks, etc.	West Side – Phil Rochon	2001



SCHEDULE OF DUTIES
Fax Numbers: Administrative Services (2011)
Service Centre (2005)

<u>Shop Repairs and Maintenance</u>	<u>Contact</u>	<u>Phone</u>
- Welding	Daryl Therres	2002
- Metal fabrications	Daryl Therres	2002
- Desk and metal parts repairs	Daryl Therres	2002
 <u>Painting</u>		
- Scheduled painting projects such as corridors, washrooms, gymnasiums and playground equipment	East Side – Wes Osatchuk	2000
- Minor painting projects - touch ups, classrooms, equipment, etc.	West Side – Phil Rochon	2001
- Graffiti removal		
- Spray painting: furniture and millwork		
 <u>Telephones</u>		
- System maintenance	Tom Dyck	7006
- Installations and repairs	Tom Dyck	7006