



## **Fort McMurray Catholic Schools Restoration Process and Procurement Plan June 2016 Update**

### **General**

As a result of the Fort McMurray Wildfire and the ongoing restoration work taking place in our schools, many items will need to be purchased during the summer and early Fall to replace damaged or lost material.

### **Restoration Process**

Although the extent of the restoration work varies from one facility to another, and sometime within the same facility, it follows the following basic process:

- All vertical and horizontal surfaces must be cleaned
- Removal of all items on wall surfaces;
- Bagging or boxing of all books, binders, paper, clothing or other loose items in classrooms or offices including those in open bookshelves;
- The content of filing cabinets and desk drawers will remain mostly untouched;
- Depending on the condition of the school or area, the restoration work may be more extensive and may involve the removal of:
  - Ceiling tiles;
  - Insulation;
  - Carpet;
  - Unprotected wood or other porous surfaces

### **Furniture, Equipment and Supplies - Cleaning or Disposal**

#### **Instructional Resources**

- Depending on the facility or location, most furniture or equipment with soft surfaces that was exposed to smoke will be tagged for disposal. Student desks are expected to be cleaned and retained. Many of the task chairs and other furniture with fabric will be tagged for disposal
- Toys with soft surfaces exposed to smoke and that cannot be thoroughly cleaned will be tagged for disposal. This includes games and toys made with cardboard
- Rugs and movable carpets may be cleaned or may be tagged for disposal
- Most paper products exposed to smoke on walls or that were left on tables or desks will be removed and tagged for disposal. Exception would be for laminated items or other products that can be wiped down. Most textbook

and books are expected to be retained unless exposure to smoke was significant.

- Most food supplies were removed from school unless they were in their original unopened packages.

### **Appliances**

- Most refrigerators were removed from schools. Only District owned appliances will be replaced. Staff are not permitted to have personal refrigerators or appliances in classrooms or offices. This policy will be strictly enforced upon re-entry.

### **Textbooks & Supplies**

- As students were unable to return their textbooks and other materials at the end of the school year, we should anticipate a higher loss ratio than normal. The purchase of additional textbooks and supplies will therefore be necessary for use in September.

## **Procurement Plan**

The primary objective of the Procurement Plan is to ensure that sufficient instructional resources are available for teachers to start on the first day of school in September 2016.

### **Timelines**

Procurement will be done incrementally through five main purchase order submissions using the following timelines:

- a. Order # 1: Purchase Orders submitted by 10 July - Delivery to Schools starting on 10 August:** essential instructional resources including inventory of core subject textbook. Includes first order for core subject textbooks, chairs. Also include first order for Out-of-School Care and EEP Program. List to be compiled by school administration and submitted to Secretary-Treasurer
- b. Order # 2: Purchase Orders submitted by 20 July - Delivery to Schools starting on 29 August:** essential instructional resources not included in first order. Includes instructional material for teachers that are normally ordered annually (e.g. school and office supplies, crafts, booklets, etc...). First order will be reviewed by School Administration to identify missing items.
- c. Order # 3: Purchase Orders submitted by 29 August - Delivery to Schools starting by mid-September:** missing items identified by teachers and other staff upon their return to work. To be done at the school level.
- d. Order # 4: Purchase Orders submitted by 15 October - Delivery to Schools in early November:** missing items identified by teachers and other staff after being at

work for several weeks or items required by High School for 2nd semester. To be done at the school level.

## **Financial**

All procurement must be done using the Purchase Order System. A special program code will be provided to be included in the purchase order to facilitate the insurance claim. Although some purchases may be ordered electronically using a vendor's website, a Purchase Order number must be provided. Purchases by School or Personal Credit Cards must be pre-authorized by the Secretary-Treasurer and will only be considered in exceptional circumstances.

## **Other considerations**

The timelines to order and receive the large volume of material is very tight considering the restoration work expected to continue all summer, the number of sites and the vacation schedules of staff. It is important to adhere to the phased-in approach and focus mainly on essential instructional resources. The remaining material will be added during the fall.

School and District Staff will not interfere with the restoration work taking place in our facilities. The final decision on retention or disposal of material will be made by the insurance company and their adjusters.

Many items in our facilities were obsolete and will not be replaced. Where possible, electronic version of books and textbooks should be ordered to replace lost print material.

Several infractions to the fire code or other regulations and policies were observed during the inspection of our facilities. Strict adherence will be enforced in the new school year including removal of items without notice. Examples include having or using:

- combustible material such student artwork and teaching aids attached to school classroom wall and ceiling exceeding 20% of a wall;
- personal refrigerators or other appliances in classrooms or offices;
- Electrical equipment such as space heaters or extension cords not meeting the current electrical code for public building
- Storage of personal items in schools without express written authorization from the Superintendent or his designate

---

**Published: 26 June 2016**  
**Updated: 4 September 2016**