

End of Year Preparation ETFO-YR H&S Edition

Have students remove all personal items from desks, cupboards and lockers.

If Moving Rooms:

Pack individual teacher classroom materials and label by name and room number.

Packing Guidelines Boxes should be:

- uniform in size and no larger than 31 cm x 46 cm x 31 cm (12W" x 18L" x 12H").
- less than 23 kilograms (50 lbs) in weight when packed.
- securely sealed with packing tape.
- all boxes properly labeled.
- safely stacked once ready for moving.

Staff are to take home personal items as these will not be moved by Caretakers.

If Remaining in the Same Room:

1. Remove items from windows and sills
2. Empty teacher's desk
3. Empty teacher's filing cabinet(s)
4. Pack boxes according to size and weight guidelines
5. Clearly label boxes for moving
6. Personal items must be taken home
7. New room floor plan prepared and provided to Lead Caretaker (make yourself a copy)
8. Materials such as corrugated cardboard, corrugated plastic, vinyl, plastic and burlap on bulletin boards are to be removed

NEW: Remove all personal appliances from classrooms (e.g., not limiting to but including fridges, microwaves, kettles, Keurigs). Beginning next school year, personal appliances will no longer be supported by the Board.

Personal furniture is not supported by the YRDSB and must be brought home and discouraged from being brought back to school in September.

Please remember, our caretaking staff have a hot, difficult job ahead of them in the summer. When holidays are taken in the summer, the Board's caretakers find themselves short staffed and working alone. Following these suggestions will help them to prepare your classroom for September.

School Start up ETFO-YR H&S Edition

1. Ensure that your supervisor is aware and receive permission before entering the building (WSIB purposes) over the summer.
2. If coming in over the summer, alert caretaking that you will be on the premises as there might be construction projects ongoing, waxing of floors etc....
3. When moving heavy objects, use a dolly obtained through caretaking or ask for help
4. Use ladders/step stool, when necessary, also obtained through caretaking

Set up of Classroom Considerations

Coverage of wall surfaces in classrooms and exit corridors with combustibile materials shall **not exceed 20%** and must meet the requirements of the Fire Code and the Ontario Fire Marshal Guidelines as enforced by the local Fire department.

Hanging of Materials

Materials to be hung from a room ceiling for educational purposes are subject to local fire department decisions.

- There cannot be a string, (clothesline) of combustibile posters, artwork or other combustibile materials from one side of a room to the other or against a wall. A **2 meter** clothesline span is acceptable, however, subject to local fire department decisions.
- The hung materials cannot be placed above any exit or within 2 meters of the exit.
- The view of emergency directional signage must not be obstructed.
- No material or object can obstruct the flow of water from fire suppression sprinkler heads or cover any fire protection or alarm equipment.
- All materials must be a minimum of 2 meters (roughly 6 ½ ft.) above the floor, except student art on approved art carousels that are placed above groupings of student desks.
- The art carousels over desk groupings must be a minimum of 2 meters apart.
- There must be at least 2 meters between each object hung from a ceiling.
- All such hangings are subject to local fire department decisions.

How to hang Items

1. Only the **main tees (metal strips supporting the tiles of the hanging ceiling)** can be used to support light weight material. These are the long continuous metal supports, not the shorter 4 ft long cross supports.
2. The appropriate clips must be used. (**METAL J HOOKS are to be used that are ordered through the Boards Purchasing Department. Your office or admin will order this for you if requested**)
3. Paper clips, wire, string, tape or other means **may not** be used to attach the materials to the ceiling grid.
4. The ceiling tiles must not be lifted out of the grid.

Classroom door or on the frame and or adjoining window

1. These areas **must** be kept free of combustible materials that could ignite and prevent exiting.
2. Exits must always be clear of any combustibles.
3. One meter of wall or window adjacent to an exit must also be free of combustibles, excluding emergency instruction posters.

Bulletin boards, black/white boards or wall display borders or backgrounds

1. **Do not use** materials such as corrugated cardboard, corrugated plastic, vinyl or plastic sheeting on bulletin boards.
2. **Do not use** fabric materials of any type to cover bulletin boards.
3. **If paint is used, it must be Acrylic Latex.**
4. Materials such as small strings of lights, paper garlands, feather garlands, lace, silk flowers, etc. shall not be used to decorate borders or whiteboards.

If you wish to cover your bulletin boards, please use fadeless paper and proper paper borders.

Acoustical tiles on walls (Music Rooms)

They cannot be painted, decorated or covered.

Acoustic panels are fire rated, (able to withstand a certain time span of heat without burning through or collapsing). This fire rating is due to a special chemical that is used on the materials of the acoustic panel. Changing any part of the panel reduces the fire resistance of the material.

Attaching other materials to the surface of panels also changes the rating and affects the sound absorbing action.

Potted Plants

Potted plants used for educational purposes can hang from the ceiling grid under the following conditions.

1. Pots cannot be more than 10" in diameter.
2. Potting soil must be used, not any other type of soil.
3. Plants must not be suspended over any desk, workstation or other locations where people sit.
4. Plants must be at least 2 meters apart.
5. Plants must be attached only to the main support bar of the suspended ceiling. These are the long continuous metal supports across the room and not the shorter 4 ft long cross supports.
6. Plants must not interfere with fire suppression sprinkler head water flow.

Kites, flags or pennants

Subject to local fire department decisions.

1. At no time can any object be hung from a ceiling or loosely from a wall in any corridor.
2. Objects must not block water flow from sprinklers.
3. At no time can ropes, strings or cables be used across rooms to hold artwork or other materials.
4. They must be at least 2 meters apart when suspended from a ceiling in any room.
5. Must not be over an exit point.
6. Must be 2 meters away from an exit point.
7. Wall surface coverage must not exceed Fire code Regulations and Fire Marshall Guidelines (shall not exceed 20 percent of the wall).

Folding Partition Walls

Walls must remain clear of any materials.

Storage of boxes, containers or other materials on top of storage cupboards or shelving against walls

You may store items on top of cupboards and shelves if the following guidelines are taken into consideration.

1. Materials must not hang over the edge of a shelf or cupboard.
2. Materials must not interfere with water flow from fire suppression sprinklers.
3. Loose materials must be stored flat.
4. Materials must not add to the level of combustible materials allowed in the building.
5. When storing objects on top of shelving or cupboards, allow for a clearance of 18 inches between the objects and the ceiling.

Equipment or other materials in the wider spaces of Corridors/Vestibules

Corridors/Vestibules cannot be used for storage. Nothing should be stored in corridors/vestibules.

1. Corridors are meant for egress. During an emergency, any object or material placed in a corridor could be accidentally moved into the path of egress.
2. Potted plants, benches near offices or in lobby areas, but not in egress pathways, must be secured from movement and must not add to the combustible loading (materials that easily burn) in the corridor. Your local Fire Prevention Officer should review any placement of materials in these areas.