

Version 3.5

**Facility Services**

**Viability Review Request Form for School-funded/Tenant-funded/Partnership Projects**

Please send completed forms to Gail Bornstein at: gail.bornstein@tdsb.on.ca

Form.FAC.009B (V2.0)

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| **Section A: Contact Information**  |
| **A1. School Request:** This information also needs to be completed for Partner Requests. |
| School name:  | School address: |
| Contact person: | Contact e-mail address: |
| Contact phone number: | Contact fax number: |
| Principal name: | Date: |
| Principal signature: |  |
| Superintendent of Education name: | Date: |
| Superintendent of Education signature: |  |
| **A2. Tenant Request** |
| Site name:  | Site address: |
| Associated school: |
| Contact person: | Contact e-mail address: |
| Contact phone number: | Contact fax number: |
| Principal name: | Date: |
| Principal signature: |  |
| **Note:** During July and August tenants can send this form to their Facilities Team Leader (FTL) for a sign-off. If the FTL feels the request requires the Principal’s approval then the request will need to wait until their return. |
| Signing Officer name: | Date: |
| Signing Officer signature: |  |
| **A3. Partner Request:** This information is only required for requests connected with external partners. |
| Organization name:  | Organization Address: |
| Contact Person: | Contact e-mail address: |
| Contact phone number: | Contact fax number:  |
| Proponent signing officer name:  | Date: |
| Proponent signing officer signature: |  |

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| **Section B: Applicability for School-funded/Tenant-funded/Partnership Projects**Use the following two questions to assess if your project requires a viability review.  |
| 1. **In what ways does your project meet the Viability Review Criteria** (see p.3 for details)**?** *(check all the apply)*

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| **School-funded project criteria:** | **Tenant-funded project criteria:** |
| [ ]  External Partner [ ]  Large project [ ]  Ambiguous project[ ]  Complex project (requires design)  | [ ] Larger, more complex school ground projects (e.g., new play structure, installing artificial turf). [ ]  Interior projects that require design |

If your project does not meet any of these criteria please complete a [*Facility Services Work Request Form*](http://tdsbweb/PPF/uploads/files/live/92/1842.docx)*.*  |
| **Section B: Applicability for School-funded/Tenant-funded/Partnership Projects (cont’d)** |
| **If the project involves an external partner:**1. Has an interdepartmental review by the Board’s Partnership Office been completed (proposal form available at <http://www.tdsb.on.ca/partnership>)?

[ ]  YES [ ]  NO If yes, please include a copy of any related documents in your submission.  |
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| **Section C: Project Description**  |
| **Project Name:**  | **Room #(s)/Location:** |
| **How long have you been exploring this project?** |
| **Approximate amount of funds available:** | **Funding source(s):**  |
| [ ] Under $5000[ ] $5000 - $10,000[ ] $10,000 - $25,000 | [ ] $25,000 - $50,000[ ] Over $50,000[ ] Other:   | [ ] School/Department budget [ ] School council[ ] School Fundraising[ ] Grant(s):  | [ ] Tenant budget [ ] City of Toronto funding[ ] SISC[ ] Other:  |
| **Project Description:** Provide as much detail as possible on the scope of work for this request. Include timeframe, how the project will support student achievement etc.  |
| **Supporting Documentation:** If you have included any supporting documents with your submission (photos and drawings, project outlines, partnership agreement, timeline details etc.) please list them below. We will use this list to confirm that all items have been received.

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| **Item #** | **Document Description** | **Item Received?** *Office Use only* |
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**Viability Reviews**

Through the Viability Review process Facility Services aims to support schools and tenants in understanding the types of work that can be completed within the school board, and following the steps they need to take to help make projects a reality. Viability Reviews are required when a project meets one or more of the following criteria:

* **External Partner:** Project involves an external partnership agreement with the goal of making changes to the school facilities in a way that benefits the organization and the school community.

**School-funded/Tenant-funded project criteria:**

* **Large project:** Requires a significant capital investment (e.g., cricket pitches, artificial turf, solar installations, extensive playground renovations, auditorium upgrades).
* **Complex project:** Requires design, a lot of pre-planning, consultation, coordination, development of a school ground master plan, many trades, or is simply unusual in nature.
* **Ambiguous project:** Ambiguity about whether they would be acceptable from a Ministry and Board policy point of view (see the [Ministry of Education’s 2012 Fundraising Guidelines](http://www.edu.gov.on.ca/eng/parents/Fund2012Guideline.pdf), [Requesting Work for School-Funded Projects](http://tdsbweb/PPF/uploads/files/live/35/1926.pdf), and/or the [Requesting Work for Partnership Projects](http://tdsbweb/PPF/uploads/files/live/35/1927.pdf) for reference).
* **Changes to Room/Space Use:** School funded projects that involve making a change to how a room or any other kind of space is used (e.g., upgrading an industrial arts room) (this does not include changes to room/space use due to enrolment growth). When making these requests the intent should be for the school or tenant to cover the costs of the change.

**Viability Review Onsite Consultations**

Once a Viability Review form has been submitted, a Business Process Analyst (BPA) will schedule an onsite consultation.

**How?** To arrange a Viability Review complete the Viability Review Request form and send it to Gail Bornstein at gail.bornstein@tdsb.on.ca .

**When**: Viability Review Onsite Consultations are typically held in the afternoon.

**Who:** The principal/signing officer, caretaker, child care supervisor (if applicable), members of the school community involved in the project (e.g., teacher, student, parent representation), Facilities Team Leader, any related Facility Services staff, and a representative from the Proponent organization (if applicable) will be invited to attend.

**What:** During the Onsite Consultation, participants will take time to explain the project, tour any related spaces, and discuss potential next steps (approximately 1hr is required).

**Follow-up:** After completing the Onsite Consultation notes summarizing the meeting will be sent to the Principal/signing officer, child care supervisor, and external partner (if applicable). If these parties want to move forward with the project the report will be used to inform the Central Accommodation Team about the project.