



November 6, 2024

Subject: **Child Care Requests to Install Air Conditioning Units**

This message is sent on behalf of Richard Christie, Senior Manager of Sustainability.

To all Child Care Supervisors,

Air conditioning requests take several months to process. Facility Services will be planning early for your requests to install air conditioning units next year.

The attached documents provide important information about the installation of new and replacement air conditioning units:

- Tenant Work Request Guideline – see the air conditioning section on page 5
- Facility Services Work Request Form – **complete and submit to your Facility Team Leader**
- Air Conditioning Energy Surcharge for Child Care Tenants Guideline
- Facilities Air Conditioning Energy Surcharge Form - **complete and submit to** Robin.McCruden@tdsb.on.ca

Requests for new air conditioning units **may be made at any time during the year**. Please do your best **to submit before December 31, 2024**, so we can aim to install during the Spring of 2025.

Please contact robin.mccrudden@tdsb.on.ca if you have any questions or concerns.

If you have already submitted a request for air conditioning and have questions, please contact the [Project Customer Service Assistant](#).

Regards,

Child Care Services

Toronto District School Board

Tel: 416-394-2072

ccs@tdsb.on.ca



Facility Services Work Request Form

For office use only

Learning Centre: _____

Reference number: _____

Section A: Details for Request – For schools or tenants to complete. Email the completed form to your Facility Team Leader (FTL). This form is valid for one year.

This form is for School-Funded projects and Tenant Work Requests. Before completing this form, please review: [GU.FAC.009 Requesting Work for School-Funded Projects](#) or [GU.FAC.045 Tenant Work Requests](#)

School name:	Contact person:
Tenant name:	Contact phone number:
Address:	Contact e-mail address:
	Contact fax number:

Detailed Description/Issue

Room(s)#/Location:

Does this project involve work that is required to meet compliance regulations? YES NO
If yes, please explain:

Project Description – Provide as much detail as possible on the scope of work for this request including photos/drawings of proposed work.

<p>Approximate amount of funds available¹:</p> <input type="checkbox"/> Under \$5000 <input type="checkbox"/> \$25,000 - \$50,000 <input type="checkbox"/> \$5000 - \$10,000 <input type="checkbox"/> Over \$50,000 <input type="checkbox"/> \$10,000 - \$25,000 <input type="checkbox"/> Other: _____	<p>Funding source(s):</p> <input type="checkbox"/> School/Department budget <input type="checkbox"/> Tenant budget <input type="checkbox"/> School council <input type="checkbox"/> City of Toronto funding <input type="checkbox"/> School Fundraising <input type="checkbox"/> SISC <input type="checkbox"/> Grant(s): <input type="checkbox"/> Other: _____
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Principal/Manager name:	Date:
Principal/Manager signature:	

*Tenant signing officer name:	Date:
*Tenant signing officer signature:	*For tenant requests only

Secure Access Systems Requests:

Caring and Safe School Advisor name:	Date:
Caring and Safe School Advisor signature:	

Qualifies for shared funding: YES NO

Non-Standard Technology Requests:

IT support name:	Date:
IT support signature:	

See page 2 for administration details.

Notes:

1. Only submit this form if you have access to funding to pay for the work.
2. For more information on Viability Review criteria see [GU.FAC.009 Requesting Work for School-Funded Projects](#).
3. **Note to FTL's:** Please submit Child Care requests for outdoor grounds projects to Robin.McCruden@tdsb.on.ca.

Facility Services Work Request Form

Section B: Review of the Request – For Central Staff use only.	
FTL will:	
<ul style="list-style-type: none"> • Email TENANT and Toronto Lands Corporation (TLC) requests to info.tlc@tdsb.on.ca • Email SCHOOL/DEPARTMENT requests to the Customer Service Assistant at customerservicemailbox@tdsb.on.ca 	
School/Tenant Name:	Reference Number:
Contact Name:	
For all requests:	
FTL name:	Date:
FTL signature:	
Notification# (if applicable):	Should the project undergo a Viability Review² <input type="checkbox"/> YES <input type="checkbox"/> NO
FTL or TLC Comments: e.g., any history on the project/issue, any related current or previous SAP notifications	
For tenant requests:	
TLC name:	Date:
TLC signature:	

Section C: Review of Costs – For Facility Services use only.	
Construction estimate: \$	Funding source:
Facilities contact:	Date:
Work Order Number:	Network Number:
Note: Estimate to be attached.	

Section D: Payment Details – For School/Tenant and Department use only.	
To be completed after the project is approved.	
I agree to the transfer of \$ _____ to Construction.	
Funding source:	
Cost centre number:	G/L number:
Principal/Tenant's name:	Date:
Principal/Tenant's signature:	
Please retain a copy for follow up.	

Notes:

1. Only submit this form if you have access to funding to pay for the work.
2. For more information on Viability Review criteria see [GU.FAC.009 Requesting Work for School-Funded Projects](#).
3. **Note to FTL's:** Please submit Child Care requests for outdoor grounds projects to Robin.McCruden@tdsb.on.ca.

Design, Construction and Maintenance Guideline
GU.FAC.045 - Version 6.0
For All Tenants, TLC , Design Coordinators, Principals, Facility Team Leaders, Caretakers and Project Supervisors
Approved by FS Leadership Team:

- **March 26, 2014**
- **March 3, 2015**
- **April 27, 2017**
- **April 25, 2018**
- **March 5, 2021**

Tenant Work Requests

A. Repairs and Maintenance

The TDSB is responsible for maintaining the space occupied by child care centres in accordance with the Board's standards for school buildings. Municipal and provincial standards that child cares are required to meet often exceed those required of the TDSB. The TDSB will pay the cost of basic maintenance and repairs to ensure that the child care is in compliance with licensing requirements. However, if the child care wants to exceed the basic requirements, the child care must pay for the cost. For example, the TDSB will pay to replace a cracked tile or patch peeling paint, but will not fix any undamaged portions. If a portion of outdoor rubber surfacing is damaged, the TDSB will pay to repair the damage, but will not pay for a whole new surface.

To address repairs such as lighting and heating problems, cracked or lifting tiles, faulty door locks, plugged toilets, broken windows or other safety concerns and to request additional deep cleaning of floors or carpets, please follow the process below:

Definitions

A tenant is an agency or person external to the TDSB who leases TDSB space.

See [GU.FAC.036 Maintenance Defects](#) for a list of maintenance priorities and response times.

If head caretaker is not available, contact the TDSB Call Centre at 416-395-4620. See Appendix F in the *Child Care Resource Manual*.

Operating Schools

1. The child care centre notifies the head caretaker of the problem.
2. The head caretaker creates a notification to have the repairs corrected and then gives the notification number to the child care centre for tracking purposes.
3. The head caretaker forwards the request to the facility team leader (FTL).
4. The FTL forwards the request to the appropriate maintenance team leader.

Tenants who make investments in an outdoor space (e.g., log climber) or a shared indoor space (e.g., air conditioning window units) must understand that those areas are not covered in the lease agreement and the improvements are not transferable.

Non-Operating Schools (Head Caretaker Not On Site)

1. The child care center notifies the TDSB Call Centre about the problem.
2. The Call Centre creates a notification to have the repairs corrected and gives the notification number to the child care operator for tracking purposes.
3. The FTL directs the work as appropriate.

Type	Definition	Examples
Emergency Work	Is any condition that threatens health or safety of people, the integrity of the facility or has a major disruptive impact on normal operations (e.g., no heat, gas leak, flood, racial/hate/gang graffiti).	Fixtures plugged, broken glass
Urgent Work	Work that will not immediately affect the safe operation of the site, but which, if left unaddressed, could compromise health and safety over time or inhibit the operation of the site. Issues identified by Toronto Public Health in a report will be prioritized as urgent.	Loose carpet, leaking toilets or taps
Routine Maintenance	Minor repairs and activities related to the site.	Loose ceiling tiles, loose or missing floor tiles

Tenant-funded improvement project

is work that the tenant has identified as a priority and has plans to pay for. A tenant-funded project should not result in a significant increase in school or TDSB operating costs.

Tenants can obtain a copy of their lease agreements through the [TLC](#).

If a caretaker has submitted a request by notification, the role of the FTL is to use his or her expertise to provide as much scope and understanding of the project as possible.

If a tenant-funded improvement project is submitted by notification rather than by a Facilities Work Request Form, the FTL will either

- (1) direct the notification to the appropriate MTL or
- (2) instruct the tenant to fill out a [Facility Services Work Request form](#). The FTL will add the notification number to the Work Request form, for tracking documentation purposes.

In the event that an MTL has sent a tradesperson to investigate the request, the notification must be turned into a work order. If the MTL cannot do the work, the FTL will direct the tenant to fill out the [Facility Services Work Request form](#). The FTL will include the SAP work order number on the form.

B. Tenant-Funded Improvement Projects

When a tenant signs a lease agreement with the TDSB, through the TDSB Toronto Lands Corporation (TLC) office, the tenant agrees to accept the space as outlined in the lease agreement. All improvement projects must be funded by the tenant and follow the process outlined in this procedure. For information on how to arrange payment for your tenant-funded improvement project, see Part C: Requesting Work.

Tenants are not typically responsible for paying for routine maintenance, emergency repairs or major capital improvements such as roofing or boilers; however, please check your lease agreements for specifics. If you have any questions about your lease, please contact the [TLC](#). In case of a maintenance emergency, please contact your Caretaker.

If the space is shared between the school and the tenant, the tenant shall pay for any upgrades that exceed the TDSB standards (e.g., those that are required to meet basic child care licensing regulations). For example, installing a new dishwasher or hand-washing sinks, installing rubberized surfacing and artificial turf.

Note: Use of outdoor space is not addressed in lease agreements.

To initiate outdoor projects, tenants must follow the process outlined in Part D: Requests Requiring Additional Review and/or Approval. See page 4.

C. Requesting Work

The tenant and the Facility Team Leader (FTL) will be the main contacts during maintenance and work request projects.

To initiate your tenant-funded improvement project, speak to the head caretaker, who will consult with the FTL. If the head caretaker confirms with the tenant that the project is not a routine maintenance issue or repair, he or she will ask the tenant to fill out a [Facility Services Work Request form](#). (see Part D: Requests Requiring Additional Levels of Review and/or Approval for guidance on what is required).

The tenant is required to pay for the full costs of construction in advance. The tenant must submit a cheque payable to the TDSB, along with relevant documentation prior to project construction.

Health and Safety projects above \$20,000 that are funded by the City of Toronto may submit 50% of the project cost in advance along with a letter from the City confirming the remaining 50% cost of the project will be forwarded to the TDSB upon completion of the project.

Section 37 funded projects—A letter from the City of Toronto confirming full payment will be received after project completion is acceptable for Section 37 funded projects.

Capital Projects for child care centers and Early ON—TDSB will establish cash flow requirements for the project, the City of Toronto will transfer funds based on the payment schedule.

Project Costs

The costs of tenant-funded improvement projects include design fees, permit and regulatory fees, materials and labour (construction costs) and taxes. Some projects require specialty work, such as geotechnical investigations and legal surveys.

D. Requests Requiring Additional Levels of Review and/or Approval

1. Child Care Outdoor Projects

All outdoor projects such as adding new features, altering surfaces, gardens, storage containers, shade provisions and fencing require additional review in the form of a viability review. To request a viability review meeting, fill out the [Facility Services Request for a Viability Review Meeting](#) form.

Following the viability review meeting, a draft design with a preliminary cost estimate will be sent to the child care operator. The [School Grounds Business Process Analyst](#) will guide the Child Care Operator through the design process and how to request construction.

2. Large Interior Projects that Require Design

Many improvement projects require formal design documents before they can begin. See Appendix A, Design Requirements for Interior Projects, for a description of what design includes and examples of when design is required.

3. Request to Install Air Conditioning

Child care tenants may submit requests for air conditioning at any time of the year, but to aim for installation by June, requests should be submitted by February 1.

Child care tenants may request to have air conditioning installed under the following conditions:

1. The child care is fully responsible for labour and material costs to maintain, repair and replace the air conditioning.
2. For new installations and replacement of existing air conditioning units the child care will be charged an energy surcharge of \$300 per year per air conditioning unit. Air conditioning units that presently exist will not be subject to the \$300 per year surcharge until such time as they are replaced.
3. When the child care tenant completes and submits the [Air Conditioning Energy Surcharge form](#) the air conditioning unit will be installed and the TDSB Accounting department will reconcile the funds annually.

For more information see [GU.FAC.106 Air Conditioning Energy Surcharge for Child Care Tenants Guideline](#).

For new telephone or internet installations, tenants must complete and submit a [Facility Services Work Request form](#).

Maintenance and repair of play structures: The TDSB conducts quarterly inspections of all play structures, regardless of ownership of the structure. When maintenance and/or minor repairs are required, the caretaker submits a notification to complete the work. However, the child care is responsible for the costs associated with major repairs to play structures, such as replacement of a whole component. See Child Care Resource Manual, Section B7 Playground and Playscapes.

If a tenant has any questions or concerns regarding a tenant funded work estimate, the tenant should contact the estimator.

Note: Please submit a [Facility Services Work Request form](#) for hook-up of a new appliance in advance of the delivery date.

4. For Maintenance and Repairs to Appliances:

1. Consult with the caretaker to determine the source of the problem (e.g., it may be easily resolved, such as a breaker). If it is a plumbing or electrical power issue, the caretaker will submit a notification.
2. If the problem is with the appliance itself, call the dealer if the appliance is still under warranty.
3. While it is often more cost-effective to replace an appliance, the TDSB Purchasing Department may be able to arrange for a quote from a board-approved contractor to repair the appliance. The child care must pay for the quote and the repair. To receive a list of TDSB-approved appliance vendors contact the TDSB [Purchasing and Distribution Services Department](#).
4. The child care can arrange to have the appliance repaired off-site.

5. Request to Install a Secure Access System

Tenants sometimes want to provide a secure entrance to their facility, separate from the school's own secure entrance. Any new secure access system installed for the tenant must be compatible with the school's security system, and if possible, tied into the existing system. Any requests to install a secure access system must be reviewed and approved by the Caring and Safe Schools advisor.

1. To install a secure access system for their facility, the tenant must discuss their security needs with the school principal.
2. The principal will contact the Caring and Safe School advisor to request an on-site security consultation.
3. During the consultation, the school principal, the FTL, the tenant, and the Caring and Safe School advisor will discuss the security needs of the school as a whole and the child care's specific security needs to determine the most suitable type of secure access system.

Tenants must review their security requests first with the principal and then with Safe Schools before sending in the [Facility Services Work Request form](#).

Approved Tenant Sign Templates



Insert Your
Child Care Centre
Name Here

Insert Your Phone Number or Web Address



For free sign design contact the TDSB [Business Process Analyst](#).

For **Custom Sign Requests** the Child Care Operator should consult with the Principal and the FTL, then complete the [Custom Sign Request](#) form and submit to the [Business Process Analyst](#).

4. Some secure access systems are not considered acceptable. The Caring and Safe School Advisor has the authority to decide if a system preferred by the tenant or the school is permissible.
5. During the consultation, the Caring and Safe School Advisor will describe the specific requirements of his or her recommended secure access system on the [Facility Services Work Request form](#). The Caring and Safe School Advisor will sign the Facility Services Work Request form to indicate that he/she approves the installation of the system described.
6. The tenant will fax the Facility Services Work Request form to the FTL, with the appropriate signatures.

6. Requests to Install Outdoor Signs

Tenants may wish to install wall or post mounted outdoor signs. Costs associated with the purchase and installation of signs is the responsibility of the tenant. Cost of installation depends on the size and location of the sign.

The tenant should follow these steps:

1. Consult with the principal and the FTL regarding the proposed location and size of the sign.
2. Once verbal agreement on the location and size of the sign has been reached, the tenant will contact the [TDSB Business Process Analyst](#) (BPA) for **free sign design** services.
3. To ensure a consistent appearance for signage posted on school property, the tenant and BPA must make sure the sign complies with TDSB design specifications for signs. Approved templates for signs are shown in the sidebar of this page.
4. The Business Process Analyst will share the sign design with the tenant for review and then with the TDSB approved vendor for an estimate.
5. The larger the sign, the more likely it is that it will require a City of Toronto sign permit. The tenant must check with the vendor at the time of request to confirm that your sign does not require a permit. If a permit is required, the TDSB vendor will apply for the permit at the tenant's cost.

New or replacement in-ground signs may not be permitted by zoning bylaws.

6. When the template and the estimate have been received from the vendor (along with the City permit, if applicable), the tenant must fill out the [Facility Services Work Request form](#). See [Part C, Requesting Work](#). Include the location of the installation and attach the template, estimate and permit, (if applicable) from the vendor to the work request form. If an existing sign needs to be removed, please include that information in the Facilities Work Request form.
7. After the tenant has received the signed and approved Facility Services Work Request from the [Customer Service Assistant](#) (CSA), including reference number, the sign may be ordered from the vendor.
8. Once the sign has been received, contact the Head Caretaker, who will schedule installation through the FTL, who will assign the work according to the complexity of the job. Please communicate the Facilities Work Request reference number to the Head Caretaker and request a quote for installation.

E. Using the Facilities Work Request Form

The following steps trace the path a [Facility Services Work Request form](#) takes depending on its scope of work and whether or not it requires design.

Step	Action	Notes
1.	<p>The tenant requesting the service fills out the Facility Services Work Request form and passes it to the principal.</p> <p>During July and August, tenants can send the form directly to the FTL. If the FTL feels the request requires the principal's approval, then the request will need to wait until their return.</p>	<p>Only submit the form if it is your intent to pay for the project.</p> <p>For school ground projects, see Section D.1. For the installation of an air conditioning unit see Section D.3.</p> <p>Summer Work: There is no guarantee that larger scale requests received after May 15 will be completed during the summer term.</p>

Step	Action	Notes
2	<p>The principal reviews it and, if he/she supports the project, signs the Facility Services Work Request form and forwards it to the FTL.</p> <p>If a notification had previously been submitted for the same issue the notification number should be added to the FS work request form.</p> <p>The FTL will review the request.</p>	<p>If it is a maintenance issue, the FTL will go back to the caretaker and ask that a notification be created for the work or request that the caretaker perform the work under Schedule A of GU.FAC.036 Maintenance Defects.</p> <p>If it is not a maintenance issue, the FTL will send the request to the Toronto Lands Corporation (TLC) office to check the request against the tenant's lease agreement. The TLC office adds pertinent information to the form, such as whether the space in question is an exclusive or shared space.</p>
3.	<p>The TLC office will send the Facility Services Work Request form back to the FTL, who will determine if the improvement will be done by Maintenance or if it will be forwarded to Construction.</p>	<p>Maintenance will handle small improvements funded by the tenant that do not exceed two hours of trades time and do not involve multiple trades staff, e.g., plumber, carpenter, electrician. The FTL will ask the caretaker to submit a notification for small improvements.</p> <p>When work will be done by Maintenance, the FTL must discard the Facilities Work Request form. The FTL will inform the tenant of the decision.</p>
4.	<p>If the project is to be done by Construction, the FTL sends the work request form to a customer service assistant (CSA) for logging and tracking.</p> <p>The CSA will confirm receipt of the Facilities Work Request form with the tenant and send by email a PDF of the signed and approved form, including the reference number. The CSA will copy the FTL on the email.</p>	

Step	Action	Notes
5.	<p>The CSA forwards the work request form to a Board estimator. The estimator will confirm if the project requires a design or not.</p> <p><i>If design is required</i>, the CSA will inform the tenant and provide them with a list of TDSB-approved consultants. See more information on Design Documents for Interior Projects, in Appendix A, on page 12.</p>	<p>To prepare the estimate, the estimator may need to contact the tenant and/or school principal by phone or in person.</p> <p>The estimator may require the assistance of a trades person to assess the project. A notification may be created in order to charge the assessment, if required.</p>
6.	<p><i>If a design is not required</i>, the estimator will provide the CSA with the estimate. The CSA will forward the estimate to the tenant and copy the FTL.</p> <p>The tenant either</p> <ol style="list-style-type: none"> a) approves the estimate and proceeds, b) modifies the scope of the project or their budget as required, c) requests the project be tendered to outside bidders; or, d) cancels the project. 	<p>If the tenant rejects the estimate and would like to tender the project to outside bidders, the tenant must provide a design for the project even if a design was not required for the TDSB to estimate and proceed with the work. Once the design goes to tender, the tenant may not revert to accepting the Board estimate.</p> <p>If the tenant approves the estimate and proceeds, this is the final step for Part E.</p>

Related Documents

- ❑ [Facility Services Work Request form](#)
- ❑ [Child Care Resource Manual](#)
- ❑ [Common Child Care Improvements: Budget Ranges](#)
- ❑ [AC-212 Request for Deposit](#)
- ❑ [GU.FAC.036 Maintenance Defects](#) for a list of maintenance priorities and response times.
- ❑ [Request for School Grounds Design Consultation](#)

Design refers to the documents, e.g., drawings and specifications, which are required to develop a project. For work that **requires design**, additional approvals by authorities (e.g., City permits) are typically required, which will add time and costs to the project. The tenant is responsible to verify if any approvals are required.

As of January 1, 2016, the Accessibility for Ontarians with Disabilities Act (AODA) Design of Public Spaces standards are in effect for all redevelopment and new development of outdoor spaces in the public sector, including school boards. The standards require that consultation with the school and community be undertaken to confirm which accessibility requirements should be considered. These standards may result in the need for a design and additional fees.

Design Requirements for Interior Projects

Larger interior projects often require formal design documents before they can start. These design documents communicate what is needed to take a project from the original idea, solidify it through discussions and translate it into drawings for construction. They also allow the tenant to understand what the full costs will be. Often, that means the scope and/or timelines of the project are changed to fit the budget available.

The design professional (usually an architect or landscape architect) guides the tenant through the design process and provides professional advice on aesthetics, technical, regulatory, budgeting and other issues. As well as meeting legal and technical requirements, the design documents define the scope of work and materials to be used and set out the specifications of the construction contract.

Submitting Documents

If your project requires a design (see Examples of Design Requirements on page 12), you will be asked to provide the following documents to the CSA:

For Review

- A transmittal listing the content of the submission, signed by the owner or owner's agent
- A copy of a project approval from TLC (signed form, letter, etc.)
- One hard copy of drawings and specifications for review, and a CD with PDF version
- Contact information for project owner and consultant

The Design department will review the drawings and provide comments. After the comments are addressed, the tenant must submit a tender/construction set of documents, as follows:

Appendix A: GU.FAC.045 Tenant Work Requests

For Tender/Construction

- A transmittal listing the content of the submission, signed by the owner or owner's agent
- Two hard copies of drawings and specifications, and a CD with ACAD and PDF versions (include a draft of the Bid form in Word format)
- Building permit
- Contact information for project owner and consultant
- Statement confirming funding availability and contact information for fund transfer

Paying for your Project

The tenant is required to pay for the full costs of construction in advance. Once the project is approved and paid for by the tenant, Construction will assign a TDSB Project Supervisor. The project is executed according to TDSB guidelines and procedures.

Examples of Interior Projects Requiring Design

Design Required	No Design Required
1. Anything for which a building permit is required	1) Painting
2. Any addition to an existing building	2) Replacing carpets or floor tiles
3. Structural alterations	3) Replacing existing dishwashers
4. Demolishing or removing all or a portion of a building	4) Minor millwork (e.g., installing cubbies)
5. Changing a building's use (e.g., converting storage into classrooms)	
6. Installing, changing, or removing partitions and load bearing walls	
7. Making new openings for, or changes to the size of doors and windows	
8. Installing or modifying heating, plumbing or air conditioning systems (e.g., replacing or adding roof top units)	
9. Altering or adding new plumbing (e.g., new washroom)	

Appendix B: GU.FAC.045 Tenant Work Requests**Common Child Care Improvements: Budget Ranges**

Many factors can affect the installation costs, such as availability of electrical power, proximity of plumbing and drainage and access to the space. For an actual cost estimate, please fill out a [Facility Services Work Request form](#).

The TDSB follows an approved-materials standard so that the items used in our projects meet Board-monitored compliance criteria and are institutional grade.

- ❑ Signs: Child cares purchase signs directly from a TDSB sign vendor (See sidebar p. 4). A sign must be selected prior to submitting a [Facility Services Work Request form](#) in order to get quote for installation. Installation costs vary depending on the complexity and the scope of work involved (e.g., height and placement of the sign, the number of signs, etc.). Installation costs: \$250–\$1500 +.
- ❑ Commercial dishwasher: Cost of the dishwasher is approximately \$5000, depending on the model. Commercial dishwashers typically require electrical and plumbing amendments, which are site-specific, so child cares should submit a [Facility Services Work Request form](#) for a quote.

The following items include all materials and installation costs:

- ❑ [Large outdoor cast-concrete storage bunker with double door](#) (115 sq. ft.): approximately \$14,000–\$16,000.
- ❑ [Large outdoor metal storage container](#) (an alternative to cast concrete, 160 sq. ft.): approximately \$4,000–\$6,000.

Common Child Care Improvements: Budget Ranges—Continued

- ❑ [Stock tank](#) (for raised planters and small sandboxes): approximately \$250.00
- ❑ Custom sun shelter, with concrete footings (10 ft. x 10 ft.): approximately \$5,000.
- ❑ Sandbox, wood constructed and site prepared (12 ft. x 12 ft.): approximately \$1,500–\$1,800.
- ❑ Flooring, VCT tile (12 in. x 12 in): \$3.50–\$5 per sq. ft.
- ❑ Chain link fence, 4 ft. high: \$102 per linear ft.
- ❑ [Tall posts](#) (for play and creating shade)

Note: Each project and site is unique. The above costs are meant to be estimates only. Prices are subject to change.

Air Conditioning Energy Surcharge for Child Care Tenants

Administration Guideline

GU.FAC.106 - Version 3.3 Air Conditioning Energy Surcharge for Child Care Tenants

For: Team Leaders, In-house Construction, Trades, TLC, Accounting, and Sustainability

Authorized by Senior Leadership Team: October 25, 2017, December 11, 2019,
August 31, 2023

Child care tenants can request new or replacement air conditioning unit(s) to be installed. In addition to paying for the unit(s) and installation costs, child care tenants also must agree to pay an annual energy surcharge of \$300 per unit per year, plus HST. Three hundred dollars is the average cost of running an air conditioning unit for one season. The surcharge allows the TDSB to recover the increase in operating costs. Facility Services may review and increase the annual energy surcharge fee periodically.

Note: The child care tenant is fully responsible for paying the energy surcharge, as well as all labour and material costs to maintain, repair, and replace the air conditioning unit, whether it is located in exclusive or shared space. The energy surcharge, labour and materials are charged 13% HST.

Note: Changes to occupied exclusive use and shared use spaces as identified in the tenant lease should be avoided as the changes can undermine the promotion of integrated instruction and child care services. With foresight of anticipated school and child care needs, child care **shared use space** should be planned for the long term, with a minimum target of 5 years. **Exclusive use spaces** likely involve investments through government capital funding or child care operators, and those occupied spaces should be planned for occupancy for periods up to 20 years. See more information in [PR691 Licensed Child Care and Before and After School Programs](#)

The following steps trace the path of the air conditioning installation request.

1. The child care tenant will complete the [Facility Services Work Request form](#) for air conditioning and share it with the School Principal to gain their approval. At this time the Principal and the child care tenant should review any potential changes to occupied exclusive use and shared use spaces.
2. The child care tenant submits the [Facility Services Work Request form](#) for air conditioning unit(s) and installation to the Facility Team Leader (FTL). FTL will acknowledge by signing the request and forward it to the Toronto Lands Corporation (TLC) Office.
3. The TLC Office checks the request for air conditioning against the tenant's lease agreement. The TLC Office adds pertinent information to the form, such as whether the space in question is exclusive or shared space. If approved, TLC signs and forwards the Facility Services Work Request form to the Sustainability Office.
4. The Sustainability Office will email the child care tenant to request that they complete the [Facility Services Air Conditioning Energy Surcharge Form](#).
5. When the child care tenant completes and submits the Facilities Air Conditioning Energy Surcharge form, the Sustainability Office will forward the Facility Services Work Request Form to the Project Customer Service Assistant (CSA).
6. The Project CSA will send the child care tenant an estimate which includes the cost for air conditioning unit(s) and installation.
7. The child care tenant will send a cheque, with the request form, through inter-office mail to the CSA.
8. When the CSA receives a cheque from the child care for the air conditioning unit(s) and installation, the CSA will complete and send [AC213 Request to Issue Invoice](#) along with the cheque to Accounting through inter-office mail. The CSA will include the number of air conditioning units on the Request to Issue Invoice. Installation is scheduled after the cheque is cleared and funds are in the correct account.
9. The Project Supervisor of tenant-funded projects notifies the Sustainability Office when the installation date is known. The surcharge will be waived for the first year if the AC unit is not installed by June 1.
10. Before September 1, the Sustainability Office sends the completed [Facility Services Air Conditioning Energy Surcharge Form](#) and the updated AC Energy Surcharge list to Accounting to reconcile annually, for the term of the lease. The funds will be directed to the same cost centre as the lease revenue.

Notes:

- Movement of child care spaces should be avoided wherever possible and planned with longevity in mind. If the child care room is moved, the air conditioning unit will be moved into the new location at the tenant's expense. During the move, if the air conditioning unit needs to be replaced (if the AC unit is broken) the child care tenant will be responsible for the replacement cost. Moves will not occur during June, July, and August.
- The TDSB has an air conditioning unit standard. The units vary in size and capacity based on the size and capacity of the room.
- If a child care is operating in a space where they are already paying for their own hydro costs the energy surcharge will not apply.
- The child care pays for installation and surcharge even if the space is shared and not exclusive. Issues of AC being used by teachers or other non-child care individuals will be managed at the site level.
- When air conditioning replacements occur, if the child care tenant has not previously paid the energy surcharge for the air conditioning unit that is being replaced, the child care tenant must complete and submit the Air Conditioning Energy Surcharge form prior to installation.
- Tenants will be charged the surcharge annually on June 1. If the tenant wants to forego use of the unit, please notify the [Sustainability Office](#) before April 1.
- **Portable air conditioning** units are not permitted for long term use.

Child Care Tenants should request to have permanent air conditioning units installed. Portable air conditioning units will be supplied by the FS Construction department for temporary use if one of the following conditions are met.

1. If the tenant has submitted a request for air conditioning by February 1, has paid for it by March 15 and is still waiting for installation after June 1.
2. If the tenant has been moved into a temporary site due to a construction project at their site and only if they have permanent air conditioning at their site.

The tenant must always remove the portable air conditioning exhaust hose from the window at the end of the day and lock the window.

Related Documents

- [GU.FAC.045 Tenant Work Requests](#)
- [Form.FAC.106A Facilities Air Conditioning Energy Surcharge Form](#)
- [Form.FAC.045A Facilities Work Request Form](#)

Note: Requests can be made at any time, but to aim for installation by June 1, submit your request before February 1, and pay before March 15.

Note: If a split air conditioning system is required, the TDSB will need to hire a contractor to complete installation. This may take an additional 4 to 6 weeks.

Note: Installation of air conditioning may be delayed if access to the child care space is not available.

Note: Requests for air conditioning from permit holders must always be declined.