

Maintenance Centres, Garages and Warehouse Space Plan

Timelines

#	Task	Timeline	Responsibility
What does modernized facility services space look like? Development of Principles and Standards for Modernized Workspace			
1	Summarize past reports on maintenance centres, garages and warehouse space – what came out of the past reviews?	June 2021	Planning
2	Summarize how funding for maintenance centres, garages and warehouse space works <ul style="list-style-type: none"> • Administration grant • Operating funds – are we operating within budget? • Capital funds – what do we have in our capital reserve? • Permitted uses of administration capital and proceeds of disposition – get support from Ministry to use for buying furniture and equipment 	June 2021	Finance and Facilities
3	Complete a scan of other organizations' support for facility services functions	June 2021	Facilities
4	Develop guidelines for space needs	June 2021	Facilities
5	Develop guidelines for locations (geographic distribution, access to mass public transit, access to highways)	June 2021	Planning
6	Present a report to Board on the principles and standards	June 2021	Steering Committee
How much facility services space does the TDSB need? Quantification of the Required Workspace Based on the Standards			
7	Identify space needs for teams and staff members	December 2021	Managers

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	based on their specific functions: <ul style="list-style-type: none"> Identify staff that need to work in a centre all the time, staff that can work from home all the time, and staff that can work in a hybrid model (some of the time at home and some of the time in a centre) Identify needs for warehousing, vehicle parking, equipment storage, shop space, archives and file space 		
8	Complete a real estate analysis of each site (e.g. appraisals, redevelopment potential) including possible partnering with other public sector agencies	December 2021	TLC
9	Present an update to Board	December 2021	Steering Committee
What are the possibilities for providing the required facility services space? Development and Evaluation of Options based on the Principles			
10	Analyze existing maintenance centres, garages and warehouse buildings: <ul style="list-style-type: none"> Apply location guidelines to existing inventory and identify preferred locations Apply space guidelines to maintenance centres, garages and warehouse space to identify capacities and sharing of use Identify where surplus space exists and where additional space is required 	June 2022	Facilities
11	Analyse new opportunities: <ul style="list-style-type: none"> Build new or renovate an existing TDSB site (maintenance centre, garage, warehouse, or administrative site) Share space with other public sector partners 	June 2022	TLC
12	Create options – could involve existing buildings, new opportunities or a combination of the two –	June 2022	Steering Committee

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	include financial analysis: <ul style="list-style-type: none"> • Capital costs to implement • Revenue generated • Ongoing operating costs and efficiencies • Reductions to renewal backlog 		
13	Present an update to Board	June 2022	Steering Committee
What option do we go with? Decision-making and Implementation			
14	Recommend an option to Board – get decision on an option	January 2023	Steering Committee
15	Create an implementation plan	Spring 2023	TBD