



## Administrative Procedure 3030

### *CPRSS Shop Projects*

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**Board Governance Policy Cross Reference:** [1](#), [12](#), [14](#), [15](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

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**Date Adopted:** October 1974

**Amended:** December 2017

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The work order as attached is approved for use at Crocus Plains Regional Secondary School (CPRSS).

Outside work projects in the shop area of CPRSS shall be handled as follows:

- Work orders shall be used for all projects undertaken by any shop area at CPRSS.
- The customer shall have the option of personally supplying their own parts or purchasing them through the school. The vocational department has the right to refuse parts.
- Parts, labour and fees shall be charged to the customer as per the fee table provided below.
- CPRSS and the Division are not responsible for any damage or poor workmanship on any projects.
- Where the school may be purchasing and/or supplying parts, a deposit may be required from the customer, otherwise the work order will be completed on a COD basis.
- CPRSS and the Division do not assume any responsibility for vehicles, appliances, or other equipment left for repairs or articles left in projects.

Automotive Technology Department	Work orders will be based on book time hours for specific jobs. The shop rate is \$20 per hour. Shop supplies will be charged at a rate of 10% of the total bill when applicable, up to a maximum of \$50. Parts will be marked up 10%. A hazmat fee of \$2.00, when applicable.
Carpentry Department	15% markup on supplies.
Collision Repair Department	10% markup on parts  Plus book time hours at rates of \$50/hr for painting and \$12/hr for damage repair. Plus a \$2.00 administration fee.
Culinary Arts Department	Expressed as a per person amount. The per person costs will be calculated based on market costs of materials plus 15% markup and shall include any overtime incurred by the Production Chef.
Graphic Design Department	100% markup on supplies.
Hairstyling	10% markup on retail items.  Services, Colours, and Perms will be charged a rate reflective of industry, but keeping in mind we are a training facility. These prices will be reviewed each year with an administrator.
Welding Department	20% markup on supplies. Shop Fee \$10.