

## **CHAPTER 7.00 – BUSINESS SERVICES**

**7.115**

### **RENOVATIONS OR REMODELING OF FACILITIES**

#### **POLICY:**

- (1) Day labor, if used, should conform to applicable state law and regulations.
- (2) Parent groups, school staff and civic associations often raise funds to make improvements to various School Board facilities. Such changes are regulated by building codes, Florida State Department of Education rules, School Board rules and Florida Statutes. In addition, these changes often have cost implications on maintenance, energy usage and inhibitions to future site construction. The change or addition always poses questions regarding Board liability for the facilities as any deviation from State Regulations would be a factor in a damage suit, if the change in facility was related to a personal injury. All new construction, remodeling, and renovations need to comply with the State Requirements for Educational Facilities.
- (3) When a project is being considered at any existing facility, the following procedures shall be followed:
  - (a) A description of the proposed project, including an approximation of the expected cost, shall be submitted to the school principal for review and approval on the Request for Change(s) to School Board Facility form.
  - (b) Full funding for the design costs, construction and any other related costs must be identified.
  - (c) If the principal is in agreement, he/she shall request approval from the Superintendent to submit the request. Each project regardless of funding source, must be accepted by the Board and recorded in its official minutes.
    1. If the project requires funding from the District, the Director of Finance must be consulted to determine feasibility and availability of funds.

## **CHAPTER 7.00 – BUSINESS SERVICES**

2. Should a booster club, PTA, or other school affiliated group be supplying the funds, the Superintendent must be informed so that any donation is accepted by the Board.
  3. All projects must comply with State Board of Education rules and requirements contained in the State Publication, "State Requirements for Educational Facilities."
- (d) Prior to an installation or construction, a detailed design must be submitted to the Facilities Supervisor. The content of this request shall include a detailed project description and a statement regarding the method of funding. Plans and/or specifications will be reviewed by the Facilities and Maintenance Departments.
1. Upon completion of the plans and specifications, such must be submitted for review for compliance with state requirements (SREF) with consideration given to the impact upon the maintenance and energy usage of the facilities and inhibitions to future site construction. A minimum of ten (10) days is required and must be provided for review of plans and specifications, plus time to prepare an agenda item to present to the School Board if judged appropriate by the Superintendent.
  2. After approval by the School Board, plans may require submission to the Department of Education, Educational Facilities.

Upon Department of Education approval, (if required), the project must comply with School Construction Bid Policy. The bids must contain a work schedule to facilitate inspections by the reviewing department.

## **CHAPTER 7.00 – BUSINESS SERVICES**

- a. Projects funded by booster clubs, PTA or other school affiliated groups, will also be handled by the “respective” group during the bid/proposal process. It is recommended that they seek sealed proposals that are submitted and opened at a designated time, in the presence of at least the school principal, the president of the parent group, a representative of the School District's facilities department, or maintenance department, and the designing architect/engineer, if applicable.
- (e) All bids or proposals, including work schedules, must then be submitted to the Facilities Supervisor for review and determination of the low bidder's compliance with the projects' contract documents. The project's originating group must make a recommendation regarding acceptance of the low bidder.
- (f) When compliance has been established, PTA, booster club, or other school affiliated group will receive written authorization to proceed from the Superintendent.

NOTE: It is the responsibility of the designing registered architect/registered professional engineer to provide contract administration services and make inspections during the course of the construction work; however, periodic, supplemental inspections made by the facilities department would normally occur as follows: SREF requires periodic inspections by the Uniform Building Code Inspector during the construction process, SREF 4.4(1).

- After building stake-out is completed.
- After excavation is complete.
- After forming is complete, and reinforcement is in place.
- After concrete is poured.
- While masonry is being laid.
- After piping and wiring is completed and before it is covered/concealed.
- Before lathing or drywall installation is started.
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## **CHAPTER 7.00 – BUSINESS SERVICES**

- While trim and cabinet work are being installed.
  - Before painting is started.
  - While painting is underway.
  - Before hardware, etc., is installed.
  - Substantial completion inspection.
  - Semifinal review.
  - Final inspection.
- (g) Depending on the scope of work involved, supplemental, periodic inspections may be made by the maintenance department as determined by the facilities supervisor.
- (h) Upon completion of the work the facilities supervisor must be contacted for final inspection prior to acceptance of the School Board at one of its regularly scheduled meetings.
- (i) After acceptance by the School Board, the Uniform Building Code Inspector (UBCI), and the registered architect/engineer of record for the project must be contracted by the facilities supervisor to conduct an occupancy inspection (if the project required DOE approval) and issuance of a Certificate of Occupancy, SREF 4.2(4). At this time the project will be considered complete and the following departments will be notified by the facilities supervisor:
- Superintendent
  - Department of Risk Management
  - Maintenance Department

**CHAPTER 7.00 – BUSINESS SERVICES**

Page 5 of 5

**7.115** (Continued)

**STATUTORY AUTHORITY:** 1001.41; 1001.42, F.S.

**LAWS IMPLEMENTED:** 100143; 1013.01; 235.011;1013.01; 1013.45, F.S.

**STATE BOARD OF EDUCATION RULES:** **6A-2.0019**; 6A-2.0111; SREF April, 1997.

**History:**

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