

CHAPTER 8.00 - MAINTENANCE SERVICES

8.14 - Renovations or Remodeling of Facilities

POLICY:

- (1) The Superintendent, when recommending the preliminary school budget, or any amendments thereto relating to capital outlay projects, may, after evaluation, recommend to the School Board that suitable projects costing two hundred thousand dollars (\$200,000.00) or less be provided on a day labor basis. In addition, the Superintendent may recommend any projects authorized by the School Board less than two hundred thousand dollars (\$200,000.00) be completed on a day labor basis when no acceptable bid has been received.
- (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.
- (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.
 1. If the project requires funding from the District, the Director of Finance must be consulted to determine feasibility and availability of funds.
 2. Should a booster club, PTA, or other school affiliated group be supplying the funds, the Superintendent must be informed.
 3. All projects must comply with DOE Rules, Chapter 6A-2.
 4. If the project will affect the student capacity of the school,

CHAPTER 8.00 - MAINTENANCE SERVICES

approval of the Superintendent is required.

- (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 Board of Education Regulations (Chapter 6A-2.) 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 Regulations, Chapter 6A-2. (Department of Education approval will take approximately two (2) to three (3) months.)
 - 3. Upon Department of Education approval (if required) the project must either be formally advertised and bid, in accordance with State Board of Education Regulations (6A-2.16) or a minimum of three (3) sealed proposals must be obtained to ensure compliance with the Construction Documents. The bids must contain a work schedule to facilitate inspections by the reviewing department.

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 proposals be sealed when 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 purchasing department, facilities' department or maintenance department, and the designing architect/engineer, if applicable.
- (e) In the event the project cost is expected to exceed ten thousand dollars (\$10,000.00), a registered architect/registered professional engineer must be engaged to design, prepare, and "Seal" the necessary construction documents in accordance with State Board of Education Regulation 6A-2.05. The project cost shall include all materials and labor, production design fees, reproductions, testing and surveys.
- (f) All bids or proposals, including work schedules, must then be

CHAPTER 8.00 - MAINTENANCE SERVICES

submitted to the Facilities Supervisor for review and determination of the low bidders compliance with the projects contract documents. The project's originating group must make a recommendation regarding acceptance of the low bidder.

- (g) 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:

- ◆ After building stakeout 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
- ◆ 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

It is the responsibility of the principal (or designee) to notify the facilities' supervisor for the required inspections.

- (h) Depending on the scope of work involved, supplemental, periodic inspections may be made by the Maintenance Department as determined by the facilities' supervisor.
- (i) 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.
- (j) After acceptance by the School Board, the Department of Education (DOE) must be contacted by the facilities' supervisor to conduct an occupancy inspection (if the project requires DOE approval) and issuance of a Certificate of Occupancy. At this time, the project will be considered complete and the following departments will be notified by the facilities supervisor:

CHAPTER 8.00 - MAINTENANCE SERVICES

- ◆ Superintendent
- ◆ Department of Risk Management
- ◆ Maintenance Department

STATUTORY AUTHORITY:

1001.41 (2), 1001.42 (17), F.S.

LAWS IMPLEMENTED:

1013.01, 1013.45 (1), F.S.

STATE BOARD OF EDUCATION RULE:

6A-2.0111

HISTORY:

Adopted: 06/17/97
Revision Date(s): 11/17/98, 12/03/02
Formerly: