

OPERATIONS DIVISION
Guidelines for Community/PTA Projects at Schools
June 2017

Construction projects may be initiated at individual schools by the PTSA/PTSO, Athletic Booster Clubs, community groups and individuals. Past projects have included Eagle Scout projects, tree planting and landscape improvements, storage sheds, and construction of new athletic facilities. The intent of these guidelines is to ensure projects are consistent with current design guidelines, short and long term facility plans, and to make sure improvements do not conflict with existing underground utilities or other infrastructure. This review process and authorization to proceed does not alleviate the contractor performing the work from their responsibility to ensure all work is completed in strict compliance with local codes and ordinances, building codes, and is consistent with standard industry practices for construction.

You are not required to utilize this process for approved capital projects and work orders that you have submitted and are working with either the Maintenance Department, Facility Planning & Construction or Technology to implement.

To submit a project for consideration, please complete the form attached and submit to:

Leanne Lawrence, Director
Facility Planning & Construction
New Hanover County Schools
6410 Carolina Beach Road
Wilmington, NC 28412
Leanne.lawrence@nhcs.net

All school projects must be approved by the principal and include as a minimum the following information:

- A written description of the proposed project
- A site plan indicating the proposed location of the project (if applicable)
- A floor plan indicating the proposed location of the project (if applicable)
- Construction drawings to include general construction, plumbing, electrical, mechanical, technology, and other drawings as necessary
- Construction materials list, specifications, and/or product information
- If a project involves landscaping, provide a plant list or description of vegetation to be added
- Name and contact information for the licensed contractor performing the work (when required)
- Proof of Insurance from licensed contractor performing the work (when required)

The Operations Division will coordinate review through various departments within the School District, as needed, and issue an Authorization to Proceed once the review has been completed. No work shall begin until this authorization has been received. On more complex projects, the Operations Divisions may assign someone from within the division to assist the school in implementing the project.

Insurance Requirements for Licensed Contractors:

The Contractor shall purchase and maintain in companies properly licensed by the Insurance Department of the State of North Carolina, and acceptable to the Owner, such insurance as will protect him, the Owner, and the Owner’s agents, representatives, and employees from claims which may arise out of or result from the Contractor’s operations under the Contract, whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall include:

Commercial General Liability (Occurrence Form) - The Contractor shall provide during the life of this Contract such Commercial General Liability (Occurrence Form) Insurance as shall protect Contractor and any Subcontractor performing work under this Contract from claims for damages for Bodily Injury including accidental death, as well as from claims for Property Damage which may arise from operations under this Contract, whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by either of them. This insurance shall be on the Standard Insurance Services Office, Inc. (ISO) Commercial Liability Occurrence Form. The Contractor shall procure insurance coverage for direct operations, sublet work, elevators, **contractual liability**, and completed operations with limits not less than those stated below:

A Combined Single Limit for Bodily Injury, Property Damage and Personal Injury of:

\$1,000,000	General Aggregate (except Products - Completed Operations) Limit
\$1,000,000	Products - Completed Operations Aggregate Limit
\$500,000	Personal and Advertising Injury Limit
\$500,000	Each Occurrence Limit

Certificates of Insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the Work. These Certificates shall contain a provision that coverages afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the Owner. Failure to provide such notice shall not limit the liability of the Insurer, its agents or representatives.

The policy shall name New Hanover County Schools as additional insured, and shall have endorsements waiving subrogation against the Owner.

In planning a project, please consider these items:

- All projects must comply with School District standards and guidelines. A copy of the District’s Design Guidelines are available at http://www.nhcs.net/facplanning/planning_design.htm. If requested, a representative from the Operation Division can meet to help in preliminary planning of your project.
- Projects must comply with all Local, State and Federal guidelines, codes and ordinances. All projects must obtain a Building Permit through the New Hanover County Building Inspections Department and work must be performed by licensed contractors when required. The work must be completed in strict accordance with all applicable building codes. All inspections shall be obtained and a final Certificate of Compliance provided to the Operations Division at the completion of the project.

- Some construction projects may also require review by the NC Department of Public Instruction. Please check with Facility Planning and Construction if you are planning a large construction project.
- Some projects may require the services of a registered architect or engineer, depending on the project scope and complexity. At the time a project is submitted for consideration, Facility Planning and Construction will advise whether an architect and/or engineer must be engaged and it will be the responsibility of the person or organization donating the project to procure the services of licensed design professionals.
- Prior to any work beginning, architectural and/or engineered drawings, if required, must be submitted to Facility Planning and Construction Department to confirm scope of work is in compliance with New Hanover County Schools long range plans. In addition, all required permits must be submitted to Facility Planning and Construction prior to commencement of work.
- The total cost and scope of work must be considered in planning the project. This should include, but not be limited to: utilities, general construction, plumbing, electrical, mechanical, technology, furniture and equipment. Unless previously approved in the capital budget, there are no funds to supplement school projects.
- If any school funds are used, all purchases or contracts must comply with all applicable NC State General Statutes and Board of Education Policy. Please reference Board Policies primarily included in Series 3000 – Fiscal Management and Series 5000 – Facility Development.
- All underground utilities must be located prior to starting any work that requires digging. To have underground utilities located, please:
 - Submit a work order to Maintenance Operations that includes a description of the work proposed and a site plan identifying the location. Please allow two weeks to complete the location.
 - Submit a work order to Technology that includes a description of the work proposed and a site plan identifying the location. Please allow two weeks to complete the location.
 - Within three working days before you plan on digging the person performing the work must call NC811 to locate all public utilities. You can go to www.NC811.org to find out more information.
- All sheds must comply with the wind load construction requirement of 130 mph and you must obtain a permit of construction. Sheds by Leonard Building and other commercial builders can meet this requirement. Sheds by Lowes and Home Depot are typical for residential use and do not meet this requirement.
- If you plan to build a shed, the Facility Planning and Construction Department has plans pre-approved by New Hanover County Building Inspections Department available for use.
- Please consider the long-term maintenance and operating cost of your project. If you are concerned with these impacts, you may contact Maintenance Operations and they can assist you in planning.
- If planning a walking path, track, paving project, addition, or new construction you must consider stormwater requirements. This can be very costly and time consuming. We encourage you to contact Facility Planning and Construction early to determine the requirements and associated costs.
- Please consider the potential impact of the project on community use of school facilities and try to minimize that impact.
- If planning landscaping improvements, please consider plant materials indigenous to the area, mature size of plants, and location.

OPERATIONS DIVISION

(SAMPLE LETTER OF PROJECT AUTHORIZATION)

School Letterhead

TO: (Person or Organization donating work, etc)

FROM: (Principal)

DATE:

RE: (Project Name)

On behalf of the students, parents, and staff at _____ School, I want to thank you for your interest in (Describe Project). Please keep me apprised of all matters associated with this project, including the schedule for all work activities as they must be fully coordinated with various New Hanover County Schools personnel.

In accordance with [New Hanover County School Board Policy 5030, Facility Construction and Policy 9200](#), Parent Support Organizations, the principal and superintendent, or their designee, are required to give written authorization for all improvements to school buildings and grounds prior to work proceeding. This letter serves as the required authorization for you to begin the project.

Please note, all projects must comply with School District standards and guidelines as defined in the Guidelines for School Projects as attached with this letter, along with all Local, State, and Federal guidelines, codes, and ordinances. This authorization to proceed does not alleviate the contractor performing the work from their responsibility to ensure all work is completed in strict compliance with all Local, State, and Federal guidelines, codes, and ordinances, and is consistent with standard industry practices for construction.

This Authorization to Proceed does not constitute a review by any New Hanover County Schools personnel for compliance with life safety, accessibility, structural or any other architectural or engineering design best practice and only constitutes review for compliance with New Hanover County Schools long range plans. Design services by licensed architects and engineers must be engaged as required for this project by the person or organization donating this project to the school.

Thank you for your willingness to provide a project that will enhance our school and the student's learning environment.

Principal

Date

Leanne Lawrence
Director, Facility Planning and Construction Department

Date

cc Chris Peterson, Director of Maintenance Operations