

EVALUATING EXISTING BUILDINGS

The Board of Education believes the adequacy and design of all existing facilities should be evaluated periodically in terms of meeting the needs of the instructional program and fulfilling the requirements of law regarding safety, structural soundness, accessibility to the handicapped and energy conservation and in accordance with the adopted goals and policies of the Comprehensive School Facilities Capital Improvement and Finance Plan (“Plan”).

Criteria for Evaluation

All facilities will ensure the safety, security, and physical comfort of students and staff and be in accordance with the Plan. This includes conformity to the best fire and earthquake safety guidelines and controls as they pertain to the renovation of telecommunication systems, lighting, heating, air conditioning, and ventilation as necessary and appropriate at each site.

Energy Conservation

Buildings must be evaluated with energy conservation in mind. This concern is imperative due to increasing energy costs and diminishing supplies of energy sources.

Required Actions of the Board

In the event that the Department of General Services or any licensed structural engineer or licensed architect finds and reports to the Governing Board that a district building is unsafe for use, the Superintendent or designee shall immediately obtain an estimate of the cost of repairs or reconstruction necessary to bring the building up to legal standards for structural safety. The Board shall establish a system of priorities for the repair, reconstruction or replacement of unsafe school buildings.

As required by the Office of Public School Construction, “Districts are required to establish a restricted account within the district’s general fund for the exclusive purpose of providing funding for annual ongoing maintenance and routine repair to ensure that State School Building Lease-Purchase projects are at all times kept in good repair and working order. Districts are required to establish a restricted maintenance account prior to the initial approval of a State School Building Lease-Purchase project.”

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Legal Reference:

EDUCATION CODE

17900-17903	Retrofitting existing school facilities for energy conservation
35160	School Board Authority
39210-39232	Fitness for occupancy (repair, renovation, or replacement of existing buildings
39212	Building examinations; required actions of governing board upon report of unsafe conditions
17070.75	[Under Proposed SB50] Board shall required the school district to make all necessary repairs, renewals, and replacements to ensure the new projects are at all times kept in good repair

Adopted: 10/13/98

EVALUATING EXISTING BUILDINGS**A. Purpose and Scope**

The purpose for evaluating existing facilities in this Policy shall be for the preservation of a healthful environment for students and staff; for providing an aesthetically pleasing and functional learning and working atmosphere. Evaluations described here exclude any evaluations performed by the District Maintenance Department as part of the District's standard or routine maintenance regime.

B. General

The Superintendent or designee shall periodically evaluate the adequacy and design of existing district facilities to determine whether they meet the needs of the instructional program, provide a healthful and pleasing environment for students and staff, and fulfill legal requirements for safety and structural soundness, accessibility to the disabled, and energy conservation.

C. Forms Used and Additional References

1. Five Year Deferred Maintenance Plan
2. Site-Specific Master Plans
3. Maintenance records of equipment and facility repairs

D. Procedure

1. When evaluating existing buildings, the Superintendent or designee shall arrange for the preaudit and postaudit of school buildings with assistance from, and in association with, the District Maintenance Department and/or appropriate architectural and/or engineering firms or appropriate consultants to the extent that these services are available.
2. Site staff and other appropriate personnel, including District support services and departments, shall be interviewed and surveyed to identify areas requiring attention.
3. Information provided is to be used to update the Five-year Deferred Maintenance Plan, determine the cost of retrofitting, repairing, or modifying buildings (and the savings which may result from making design modifications), and used as a basis for making recommendations to the Board of Trustees for appropriate use of funds during the annual budget approval process.

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4. In the event that the Department of General Services or any licensed structural engineer or licensed architect finds and reports to the Governing Board that a district building is unsafe for use, the Superintendent or designee shall immediately obtain an estimate of the cost of repairs or reconstruction necessary to bring the building up to legal standards for structural safety. Based upon staff recommendations, the Board shall establish a system of priorities for the repair, reconstruction or replacement of unsafe school buildings. (Education Code 39212)
5. Prior to the initial approval of a State School Building Lease-Purchase project, establish a restricted maintenance account (Proposed under SB 50, Code 17070.75).

E. Reports Required

Staff reports shall be submitted to the Board with staff's recommendations for projects that will assure that buildings meet the needs of the instructional programs, and provide a safe learning environment for staff and pupils

The Five-year Deferred Maintenance Plan and Restricted Maintenance Account shall be updated annually with the assistance of the Maintenance Department and submitted to the Board for approval.

F. Record Retention

1. Five Year Deferred Maintenance Plan—Facilities Development Department
2. Site-Specific Master Plans—Facilities Development Department
3. Maintenance records of equipment and facility repairs—Maintenance Department
4. Surveys generated through this process: Facilities Development Department

G. Responsible Administrative Unit

Facilities Development Department; Maintenance Department

H. Approved By

Assistant Superintendent for Business Services