

## **FACILITY MODIFICATIONS FAQs**

### ***When to use a Facilities Modification Request Form***

Use a Facilities Modification Request Form when you are requesting a change or modification to interior and/or exterior areas of your campus/building, such as:

1. Structural/physical changes of interior space, for example:
  - Demolition or new construction of walls, ceilings, floors, stairs, etc.
  - Installation of fixed equipment or furniture requiring utility connections, including HVAC or exhaust ventilation systems.
  - Connecting to building utilities or mechanical systems.
  - Adding hardwired electrical equipment, data outlets and electrical outlets to support technology, etc.
  - Adding/moving built-in furnishing (cabinets, shelves, lockers, etc.) or chalk/white boards.
  
2. Changes in use of interior space, for example:
  - Changing classrooms to offices, offices to classrooms, classrooms to computer labs, storage rooms to classrooms, etc.
  - Changes in the way space is used at your school may impact capacity. Therefore, the Facility Modification form must be submitted to the Department of Facilities Management in order to track these changes within our database.
  
3. Changes or modifications to exterior spaces, (i.e. the grounds or play fields) for example:
  - Installation of playground equipment
  - Constructing additional structures (storage sheds, dugouts, scoreboards, signs, etc.)
  - Adding lighting
  - Adding bleachers
  - Installation of a new track
  - Installation of an irrigation system
  - New plants of any type
  - New gardens of any kind

All modifications at your school need a Facilities Modification Form submitted to the Department of Facilities Management for review and approval, before proceeding with the work. Regardless of funding source (e.g. PTA, corporate sponsor, a grant, or school budget) a Facilities Modification Form must be submitted.

### ***When to enter a Work Order Request***

When you are requesting an item to be repaired or replaced, use Schooldude to enter a Work Order Request (**Do Not use a Facilities Modification Request**). Work Order Requests are for maintenance items, such as:

- Repairing of damaged interior finishes (flooring, walls, ceilings)
- Repairing damaged built-in furnishings (cabinets, shelves, lockers, etc.)
- Repairing damaged pavement.
- Replace old damaged chalkboards or tack boards.
- Any heating or cooling problems
- Any electrical problems
- Replacement of dead landscape plants.

### ***Why is a Facilities Modification Request Form required?***

Listed below are some of the problems that can be avoided when a Facilities Modification Request Form is completed, submitted and processed.

- **Room becomes too hot after being converted into a computer lab.** Computers generate heat and have special requirements for electrical and network wiring. Converting an existing classroom into a computer lab requires consideration for HVAC, electrical, technology networks, etc.
- **An area has insufficient water and electrical hookups.** A washer/dryer is purchased and delivered for use in an athletic facility prior to plumbing and electric being evaluated.
- **Planting trees and shrubs, which obstruct windows.** New landscaping is added in front of windows without consideration of the height of the mature trees/shrubs.
- **Failure to comply with current building codes.** Constructing a new structure on your campus without considering ADA, Federal, State and Local code requirements.
- **Sidewalks and pavement rupture and crack.** Planting trees and plants too close to sidewalks and buildings without considering the growth of the roots.
- **A newly constructed nature trail or outdoor teaching space is destroyed.** Future construction is planned for that location.

- **Exceeding the impervious surface area requirement for your campus.** Adding concrete sidewalks, hard surface play areas, parking areas, etc. resulting in possible fines being issued by the County.
- **The school is “written up” by the Fire Marshall.** Students were placed in an area not appropriate for use as a teaching space, and the room does not meet fire code.

### ***What to submit with your request***

#### When requesting project involving new construction, submit:

- A copy of the floorplan showing the modifications being requested.
- List, or show on the plan, additional/relocation of utilities (electric, plumbing, data, HVAC, etc.) needed for the project.
- A site plan that shows the location of proposed new construction.

#### When requesting project involving new equipment to the campus, submit:

- Shop drawings and manufacturer specification that pertain to new equipment
- A site plan showing the location of the new equipment.

#### When requesting a project involving new landscaping, submit:

- A site plan (or Aerial Photo) showing the entire area subject to additional landscaping.
- A list of all plants that will be used. Please include the number of plants and their approximate size at maturity.