

## **Facilities Planning**

The Board recognizes that facility planning is an ongoing process that requires resources to carry out short and long-range facility planning responsibilities. The Director of Facilities will establish a facilities planning process that includes:

1. Coordinating a process to identify, evaluate, validate, and document capital improvement needs, including the capital needs of charter schools
2. Maintaining and updating a comprehensive list of capital improvement needs.
3. Maintaining complete and current educational and technical specifications.
4. Providing facility needs data and background information for development of short and long-range capital improvement programs.
5. Maintaining permanent facility project record documents and providing facility record information.
6. Conducting a thorough technical evaluation of proposed school sites.
7. Providing consultation, research, and information on facility matters.
8. Keeping abreast of educational program changes/trends and their facility impact.

Approved: March 2004  
Reviewed: February 12, 2019  
Revised: May 26, 2021