

## EDUCATIONAL FACILITIES REMODELING AND NEW CONSTRUCTION

The purpose of the policy is to ensure that all new facilities, major remodels, or major additions are designed to best implement the educational program. The Superintendent or designee shall create a committee to advise the administration on educational facility design. The function and makeup of the committee will be as follows:

- A Building Design Advisory Committee (BDAC) is an ad hoc committee, and will be assembled prior to the start of design for each new, major remodel of, or major addition to an educational facility. This committee's responsibilities are broken into two phases: Pre-Design and Design.
- The BDAC shall be chaired by the District's Project Manager. The BDAC membership will depend on the project.
  - Representatives for projects involving learning environments or schools are as follows:
    - A representative from Achievement, Learning & Leadership
    - The Principal from the school
    - At least one teacher from the school
    - At least one ESP from the school
    - A representative from Information Technology
    - A representative from Security
    - A representative from Facilities Operations and Maintenance
    - A representative from Transportation
    - A representative from the neighborhood (community member)
    - A parent of a student of the school (e.g. SAC member at the school)
    - Other functional/technical expertise as required
  - Representatives for projects involving non-learning environments:
    - A Building Manager and/or ESP representative
    - A representative from Risk Management
    - A representative from Security
    - A representative from Information Technology
    - A representative from Facilities, Operations and Maintenance
    - An employee who will be working in or utilizing the building that is the subject of the project
- Some members of the committee will be more involved during either the Pre-Design or the Design Phase. The Project Manager will act as the tie-breaking vote, if required.
- During the Pre-Design Phase, the committee will create (or review and update) a set of criteria establishing guidelines for the design team. Design Criteria could include:
  - Occupants of the Building
  - Instructional Area Requirements and Considerations

- Budget and Schedule Limitations
  - Security and Safety
  - Maintenance and Building System Life-Cycle
  - Information Technology Standards
  - Energy Performance and Sustainability
  - General School Organization
  - Student Capacity
  - Accessibility
  - Staff Work Space and Offices
  - Spatial Relationships Within the Building
  - Special Teaching Methodology
  - Flexibility Requirements
  - Community Use
  - Site Development
  - Busing, Pedestrian and Parent Drop-Off
  - Food Services Needs
  - Storage Requirements
- Design Criteria will optimally be published and shared with design professionals as they are being considered for selection for this project. Design Criteria shall be included in the contract documents for the selected design professionals.
  - During the Design Phase, the BDAC will meet periodically to confirm the design is on track to meet the Design Criteria established in Pre-Design.
  - The Project Manager shall receive approval from the BDAC of the final design prior to construction. The final design is approved by majority vote of the BDAC.

Adopted, January 1997  
Revised, April 25, 2012  
Revised, January 15, 2020

CROSS REFS:        Policy BDF, Advisory Committees