

AR 7111.1 Facilities Alterations

The following provided as guidance in implementing Board Policy 7000 Facilities regarding modifications, variations and alterations to district property.

1. The Superintendent or designee has direct responsibility for implementing Board Policy 7000 Facilities regarding modification, variation, new construction, reconstruction, modernization, and alteration of school district facilities and sites.
2. Funding for facilities is established in the district's annual capital outlay budget, general fund budget, special funds or provided by the requester from site funds or other sources.
3. In determining the need for new construction and/or modification of existing buildings or facilities, the following shall be considered:
 - a. Educational goals and effects on instructional programs
 - b. Fiscal impact (i.e., status of specific budget line account)
 - c. Least cost, lower maintenance applications
 - d. Facility design to enhance appearance of site or at least not detract from it
 - e. Safety, including fire, theft, American Disabilities Act, and intrusions
 - f. Input from certificated and/or classified staff, as appropriate
4. Upon determination that modification, variation, new construction, reconstruction, modernization, and/or alteration of an existing facility is needed, the site administrator shall prepare a proposal packet. This proposal packet will include:
 - a. Facility Alteration Request Form
 - b. Detailed drawing(s) of the project, including a site plan
5. The proposal packet will be submitted to the Director of Maintenance and Operations for evaluation by the Facility Alteration Committee (FAC).
6. Upon receipt of the completed proposal packet, FAC shall:
 - a. Validate the objectives with instructional staff or others having direct knowledge or concerns regarding the proposal
 - b. Confirm funding source and availability of funds
 - c. Determine if an architect, engineer or other design professional is required; if so, FAC will assist in planning for design services
 - d. Evaluate the effect of the proposed facility with appropriate agencies
 - e. Review the project to ensure compliance with applicable codes
 - f. Approve or deny the project
 - g. Send approval/denial notification to the requester