

Superintendent File: FEH-R-1

BUILDING AND SITE MODIFICATIONS (BMP)

The intent of this policy is to unify procedures across the district for building and site modification requests, and to ensure that the integrity and safety of the buildings and sites are maintained. The BMP team referenced below is the Planning and Construction team in the Operations Department.

1. All relevant Board Policies that relate to the construction or procurement for a modification must also be followed. (District Purchasing Policy DJ, DJ-R, DJA).
2. If any School/Department is inspected by a fire department or other jurisdictional authority and found to have violated codes and requirements in performing unauthorized building modifications or replacements at their site, the School/Department shall be financially responsible for the correction of all such work to achieve compliance.
3. Any person performing work at a site or on a building must follow the BMP and any other departmental procedures including but not limited to Safety and Security, Planning and Construction and Strategic Sourcing & Contract Management. A cost estimate for the work will be provided through the BMP.
4. If the School/Department does not wish to use the cost estimate provided through the BMP, the requestor may search for an alternative contractor/supplier to perform the work so long as both the selection and performance of the contractor/supplier adheres to all Board of Education, Superintendent, Operations, Purchasing/Procurement, and all other departmental procedures and policies, state, federal and local statutes and regulations (including permitting).
 - 4a. The BMP team will provide an initial response to your request within 10 business days of submitting a completed and approved Building and Site Modification Form(s).
5. This Superintendent policy may not be circumvented by an Administrator asking a Building Engineer, staff member or community volunteer to do the work, or, alternatively, to use a contractor or any other individual or company that is not pre-qualified.

Procedure

Building or site modification requests must be submitted using the Building and Site Modification Request/Approval Form posted on the Planning and Construction Department's web page.

References:

District Purchasing Policy DJ, DJ-R, DJA

Adopted: December 7, 2017