Facility Improvement Requests

How Do I Make a Change to My Facility or Grounds?

Overview

Do you have an idea about how to improve your facility or grounds? We are here to help. The Facility Improvement Project (FIP) request process was created to improve the chances of a project reaching completion and ensure that all school facilities are safe for our students, staff and community.
Since safety is so critical, school facilities are highly regulated by both state and local agencies, resulting in a complex set of rules and permit processes to navigate. Because these regulations can be challenging to oversee, the District created the FIP process to assign every project a knowledgeable project coordinator. This person can help you understand the feasibility of your project, access District resources or manage the bid process, and ultimately get your project done. *All changes to school campuses and district buildings, from a volunteer clean-up day to adding a new sports plaza, must use the FIP process*.

Some examples of Facility Improvement Projects:

- Playground equipment purchase and installation
- School Signs
- Wall murals
- Landscape renovations
- Eagle Scout Projects
- Scoreboards
- Adding or modifying Batting cages
- Sheds/shelters
- Electrical Outlets
- Stage Curtains
- Irrigation
- Climbing walls
- Adding new basketball hoops
- Installing or moving marker boards/bulletin boards
- Adding computer labs
- Exterior/Interior painting
- Sheds

Step 1: Submit Request and Preliminary Approvals

	Step	Directions
1	Identify a Potential Project	Identify an improvement you want to make to your facility or grounds.
2	School / Dept. Approval	The principal or department administrator must approve the request.
3	Maintenance Review	Maintenance Services receives and reviews request. If approved, a project record will be created in the online work order system and you will receive an email with the project number.
4	Assign Project Coordinator	A project coordinator will be assigned to your project and contact you for a pre-planning meeting.

Step 2: Collaborative Planning

The project coordinator will contact you to schedule a time to talk about your project. Depending on the project, this could be a single meeting or a series of meetings.

During this collaborative planning time you will:

1. **Explore Feasibility:** Discuss other projects that may cause potential conflicts to schedule and scope, needs for permitting, code requirements, long-term maintainability, or other factors that may come into play.
2. **Determine the Scope:** Discuss overall size and impact of this project to the facility.

3. **Determine the Budget:** Many factors will impact the budget, including: requested timeline, potential permitting costs and availability of various resources.
4. **Staff the Project:** Depending on the nature of the project, this may be done with volunteers, maintenance staff, or contractors.

Step 3: Project Management and Project Completion

For larger projects, the coordinator will act as the project manager for your project.

This may include:

1. Obtaining Permits
2. Running a Bid Process
3. Ordering Needed Supplies
4. Maintaining Project Records
5. Doing Final Inspection and Punch List

Frequently Asked Questions

1. **Can District crews do the work if we pay for it?**
   Depending on the nature of the work and required timeline, this may be possible. Your district coordinator will help research this possibility.
2. **Are there any types of projects that will automatically be disapproved?**
   No. All projects will be reviewed for their site feasibility.
3. **Why does a coordinator need to be involved in my project?**
   The district coordinator will be able to help you with calling for utility locates, permitting, land use applications, asbestos testing and other requirements as needed. Also, your coordinator can act as a liaison in the event that your project impacts neighboring THPRD facilities or there are Title IX implications. They are also responsible for collecting volunteer release forms, and helping to coordinate funding. The coordinator will process needed contracts, and maintain project files for District archives. Your assigned district coordinator will need take a more pro-active role in the larger, more detailed projects.
   Please note: For projects over $10,000, quotes must be obtained from at least three (3) contractors. Your district coordinator will assist in getting necessary quotes.
4. **What about insurance for volunteers and contractors?**
   Beaverton School District does not extend insurance coverage for volunteers, including worker's compensation. Make sure your volunteers know they will need to use their personal insurance coverage if necessary. A hold harmless agreement will be provided to you. Make as many copies as necessary and have all volunteers sign and return the form to your district coordinator.

   If hiring a contractor, the District requires proof of insurance and this will be verified by your coordinator during contracting. They must also be licensed and bonded. This requirement helps protect you, the project, and the District.
5. **Will my project need inspecting and by whom?**
   Yes. Once the project is accepted by the Beaverton School District, it becomes part of the school facility. If applicable, at that time you may be asked to supply as-built drawings for the District's archive.

Additional Resources

To find more information about this process, see:

- Just in Time Training - How to Navigate the Facility Improvement Project Process
- The Facility Improvement Projects Page of the District Website

BEAVERTON SCHOOL DISTRICT

Facility Improvement Projects (FIP) Approval Process

