



Building and Site Modification Procedure

Responsible Department: PK12, Finance and Operations

Date Established: 4/4/16

Responsible Executive: PK12, Finance and Operations

Date Last Revised: -

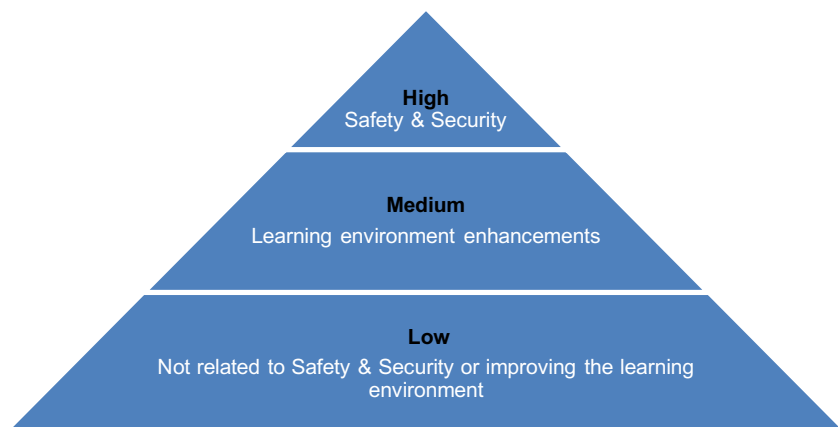
PURPOSE

The Building and Site Modification Procedure ensures that the integrity and safety of the buildings, fixed contents, grounds, equipment and systems owned by Douglas County School District are maintained while allowing a process for changes and improvements. The procedure also defines the fiscal responsibilities for modifications.

In developing the Building and Site Modification Procedure, PK12, Finance, Operations & Maintenance and Security consider a number of factors including:

- Student, employee and public Safety, Health and Security.
- Protection and preservation of property, buildings and equipment.
- Funding limitations.
- Planned and unplanned services.
- Any of the changes can be significant and, if not completed to DCSD specifications, may result in regulatory violations (e.g., fire code, building code), cost impacts and/or risk issues. To minimize those incidents, all work must be performed in accordance with Superintendent Policy XXX.

• STRATEGIC / DISTRICT PRIORITIES



High priority is given to, but not limited to the requests that enhance Safety and Security of the building and occupants and to the operational preservation and reliability of the Infrastructure.

Medium priority is given to, but not limited to the requests that enhance the learning environment and student learning.

Low priority is given to, but not limited to the requests that do not enhance Safety & Security or improvements to the learning environment.

DEFINITIONS (reference State Statute 24-33.5-1202)

Maintenance	To sustain in a condition of repair that will allow performance as originally designed or built.	Examples: • HVAC repairs. • Plumbing repairs. • Wall or carpet repairs. • Sidewalk or fence repairs. • Replacing or adding window blinds. • Repairing, moving or adding shelving. • Replacing sink, drinking fountains or dishwashers. • Environmental health issues.
Preventative Maintenance	Proactive care and servicing by personnel for the purpose of maintaining equipment and facilities in satisfactory operating condition by providing for systematic inspection, detection and correction of incipient failures before they occur or before they develop major defects.	Examples: Inspection and servicing of: • Roofing • Mechanical equipment • Building envelope • Grounds and irrigation • Deep cleaning of restrooms, carpets and locker rooms • Floor stripping & waxing.
Building Modification	Changes in the exterior or interior of building or the fixed contents of a room from its original design or intent, including security equipment.	Example: • Removal of existing flooring • Removing, modifying or adding cabinetry. • Moving or installing electronic equipment. • Room remodels • Installation of gym equipment • Marquees
Construction	Facility improvements that are not considered maintenance or service, and will require a building permit.	Example: • Adding new doors or windows. • Constructing or removing existing walls • Changing a lounge or storage room into an office or classroom
Capital Renewal	The addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increases its useful life.	Example: • New shade structure • Building additions • Track or field replacements