

**MAINTENANCE OPERATIONS**  
**Guidelines for Community/PTA Projects at Schools**  
**(Updated February 2025)**

Construction projects may be initiated at individual schools by the PTSA/PTSO, Athletic Booster Clubs, community groups, and individuals in collaboration with and with the approval of the principal of the school. Past projects have included Eagle Scout projects, tree planting and landscape improvements, storage sheds, and construction of new athletic facilities. The intent of these guidelines is to ensure projects are consistent with current design guidelines and short and long-term facility plans and to make sure improvements do not conflict with existing underground utilities or other infrastructure. This review process and authorization to proceed does not alleviate the contractor performing the work from their responsibility to ensure all work is completed in strict compliance with local codes and ordinances, building codes, and is consistent with standard industry practices for construction.

Schools are not required to utilize this process for approved capital projects and work orders that have been submitted when working with the Maintenance Operations Department or Technology to implement.

**To submit a project for consideration, the school principal must complete the attached form and submit it to:**

Chris Walker, Director  
Maintenance Operations  
2814 Carolina Beach Road  
Wilmington, NC 28412  
Chris.walker@nhcs.net

**All school projects must be approved by the principal and include, as a minimum, the following information:**

- A written description of the proposed project
- A site plan indicating the proposed location of the project (if applicable)
- A floor plan indicating the proposed location of the project (if applicable)
- Construction drawings to include general construction, plumbing, electrical, mechanical, technology, and other drawings as necessary
- Construction materials list, specifications, and/or product information
- If a project involves landscaping, provide a plant list or description of vegetation to be added
- Name and contact information for the licensed contractor performing the work (when required)
- Proof of Insurance from a licensed contractor performing the work (when required)
- Contractor, or any vendors who will be on-site, must complete and submit the Sexual Offender Registry and Criminal Background Check Certification Form for *all* employees who will be on-site *prior* to any work commencing (form attached)

The Maintenance Operations Division will coordinate review through various departments within the School District, as needed, and issue an Authorization to Proceed once the review has been completed. No work shall begin until this authorization has been received. On more complex projects, the

Maintenance Operations Divisions may assign someone from within the division to assist the school in implementing the project.

#### **Insurance Requirements for Licensed Contractors:**

The Contractor shall purchase and maintain in companies properly licensed by the Insurance Department of the State of North Carolina and acceptable to the Owner such insurance as will protect him, the Owner, and the Owner's agents, representatives, and employees from claims which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall include:

Commercial General Liability (Occurrence Form) - The Contractor shall provide during the life of this Contract such Commercial General Liability (Occurrence Form) Insurance as shall protect Contractor and any Subcontractor performing work under this Contract from claims for damages for Bodily Injury including accidental death, as well as from claims for Property Damage which may arise from operations under this Contract, whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by either of them. This insurance shall be on the Standard Insurance Services Office, Inc. (ISO) Commercial Liability Occurrence Form. The Contractor shall procure insurance coverage for direct operations, sublet work, elevators, **contractual liability**, and completed operations with limits not less than those stated below:

A Combined Single Limit for Bodily Injury, Property Damage, and Personal Injury of:

\$1,000,000	General Aggregate (except Products-Completed Operations) Limit
\$1,000,000	Products-Completed Operations Aggregate Limit
\$500,000	Personal and Advertising Injury Limit
\$500,000	Each Occurrence Limit

Certificates of Insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the Work. These Certificates shall contain a provision that coverages afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the Owner. Failure to provide such notice shall not limit the liability of the Insurer, its agents, or representatives.

The policy shall name New Hanover County Board of Education as additional insured and shall have endorsements waiving subrogation against the Owner.

#### **In planning a project, please consider these items:**

- All projects must comply with School District standards and guidelines. A copy of the District's Design Guidelines is available upon request. If necessary, a representative from the Maintenance Operation Division can meet to help in the preliminary planning of your project.
- Projects must comply with all Local, State, and Federal guidelines, codes, and ordinances. All projects must obtain a Building Permit through the New Hanover County Building Inspections Department, and work must be performed by licensed contractors when required. The work must be completed in strict accordance with all applicable building codes. All inspections shall

be obtained, and a final Certificate of Compliance shall be provided to Maintenance Operations at the completion of the project.

- Some construction projects may also require review by the NC Department of Public Instruction. Please check with Maintenance Operations if you are planning a large construction project.
- Some projects may require the services of a registered architect or engineer, depending on the project scope and complexity. At the time a project is submitted for consideration, Maintenance Operations will advise whether an architect and/or engineer must be engaged, and it will be the responsibility of the person or organization donating the project to procure the services of licensed design professionals.
- If required, architectural and/or engineered drawings must be submitted to Maintenance Operations prior to any work beginning to confirm that the scope of work is in compliance with New Hanover County Schools' long-range plans. In addition, all required permits must be submitted to Maintenance Operations prior to the commencement of work.
- The total cost and scope of work must be considered in planning the project. This should include, but not be limited to, utilities, general construction, plumbing, electrical, mechanical, technology, furniture, and equipment. Unless previously approved in the capital budget, there are no funds to supplement school projects.
- If any school funds are used, all purchases or contracts must comply with all applicable NC State General Statutes and Board of Education Policy.
- All underground utilities must be located prior to starting any work that requires digging. To have underground utilities located, please:
  - Submit a site plan identifying the location and a description of the work proposed as part of the documents submitted for Authorization and allow two weeks for district personnel to review the document to identify possible conflicts with below-grade utilities.
  - Upon signed authorization from the Maintenance Operations Dept, and within three working days before you plan on digging, the person performing the work must call NC811 to locate all public utilities. You can go to [www.NC811.org](http://www.NC811.org) to find out more information.
- All sheds must comply with the wind load construction requirement of 130 mph, and you must obtain a permit for construction. Sheds by Leonard Building and other commercial builders can meet this requirement. Sheds by Lowes and Home Depot are typical for residential use and do not meet this requirement.
- If you plan to build a shed, the Maintenance Operations Department has plans pre-approved by the New Hanover County Building Inspections Department available for use.
- Please consider the long-term maintenance and operating costs of your project. If you are concerned about these impacts, you may contact Maintenance Operations, and they can assist you with planning.
- If you are planning a walking path, track, paving project, addition, or new construction, you must consider stormwater requirements. This can be very costly and time-consuming. We encourage you to contact Maintenance Operations early to determine the requirements and whether a civil engineer will need to be engaged for design.
- Please consider the project's potential impact on community use of school facilities and try to minimize that impact.
- If planning landscaping improvements, please consider plant materials indigenous to the area, mature size of plants, and location.
- Lunsford Act Requirements- N.C.G.S. § 14-208.18 prohibits anyone required to register as a sex offender under Article 27A of Chapter 14 of the General Statutes from knowingly being on the premises of any school. Anyone performing work on any campus shall provide certification using

the Sexual Offender Registry Check Certification Form (Attachment A) that it has conducted sexual offender registry checks on each of its owners, employees, agents, or subcontractors who will be on any School System property (checks can be conducted at no cost at <http://www.nsopw.gov/>). The sex offender registry checks shall be conducted within 30 days prior to being on School System property. No individual is admitted on any School System property if said individual appears on any of the listed registries.

# **MAINTENANCE OPERATIONS**

## **(SAMPLE LETTER OF PROJECT AUTHORIZATION)**

### **School Letterhead**

TO: (Person or Organization donating work, etc)

FROM: (Principal)

DATE:

RE: (Project Name)

On behalf of the students, parents, and staff at \_\_\_\_\_ School, I want to thank you for your interest in (Describe Project). Please keep me apprised of all matters associated with this project, including the schedule for all work activities, as they must be fully coordinated with various New Hanover County Schools personnel.

In accordance with New Hanover County School Board Policy 5010, Parent Organizations, Policy 8220 Gifts and Bequests, and Policy 9030, Facility Construction, the superintendent, or their designee, are required to give written authorization for all improvements to school buildings and grounds prior to work proceeding. This letter serves as the required authorization for you to begin the project.

Please note that all projects must comply with School District standards and guidelines as defined in the Guidelines for School Projects as attached with this letter, along with all Local, State, and Federal guidelines, codes, and ordinances. This authorization to proceed does not alleviate the contractor performing the work from their responsibility to ensure all work is completed in strict compliance with all Local, State, and Federal guidelines, codes, and ordinances and is consistent with standard industry practices for construction.

This Authorization to Proceed does not constitute a review by any New Hanover County Schools personnel for compliance with life safety, accessibility, structural, or any other architectural or engineering design best practices and only constitutes review for compliance with New Hanover County Schools' long-range plans. Design services by licensed architects and engineers must be engaged as required for this project by the person or organization donating this project to the school.

Thank you for your willingness to provide a project that will enhance our school and the student's learning environment.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chris Walker  
Director of Maintenance Operations

\_\_\_\_\_  
Date

## ATTACHMENT A

### Sexual Offender Registry and Criminal Background Check Certification Form

Check the appropriate box to indicate the type of check:

- ☐ Initial
- ☐ Supplemental
- ☐ Annual

I, \_\_\_\_\_ (insert name), \_\_\_\_\_ (insert title) of \_\_\_\_\_ (insert company name), hereby certify that I have performed all of the required sexual offender registry and criminal background checks required under this Agreement for all contractual personnel (employees, agents, ownership personnel, or contractors ) who may be used to deliver goods or provide services under this Agreement, including the North Carolina Sex Offender and Public Protection Registration Program, the North Carolina Sexually Violent Predator Registration Program, and the National Sex Offender Registry. I further certify that none of the individuals listed below appears on any of the above-named registries or has any criminal conviction listed in the Agreement and that I will not assign any individual to deliver goods or perform services under this Agreement if said individual appears on any of the sex offender registries or has any criminal conviction listed in the Agreement, without the prior written permission of Owner. I agree to maintain all records and documents associated with these registry and criminal background checks and that I will provide such records and documents to the Owner upon request. I specifically acknowledge that the Owner retains the right to audit these records to ensure compliance with this section at any time in the Owner's sole discretion. I acknowledge that I am required to perform these checks and provide this certification form before any work is performed under the Agreement (initial check), any time additional contractual personnel may perform work under the Agreement (supplemental check), and at each anniversary date of the Agreement (annual check).

#### Contractual Personnel Names

#### Job Title

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

(attach additional page(s) if needed)

I attest that the forgoing information is true and accurate to the best of my knowledge.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)