PINELLAS COUNTY SCHOOLS

CHANGE OF FACILITY AUTHORIZATION AND TRACKING

Refer to the attached Facility Based Projects Process before completing this form. This form will initiate a request for school-based changes to room use, remodeling, or renovation to School Board facilities and track the project from concept, PCS staff approval, School Board and FDOE Survey approval, to completion and updating of the facilities FISH (Florida Inventory of School Houses).

Facility Name: _____

Requesting Administrator: _____ _____
(print name) (signature)

Area Superintendent: _____ _____
(print name) (approval signature)

General Manager: _____ _____
(print name) (approval signature)

Operational Services: _____ _____
(print name) (Final approval signature)

Scope of work: Please describe the work to be completed for each building and room effected. Use additional forms if needed.

Building #: _____ **Room #(s):** _____

Describe the proposed project. Be sure to include changes in room square footage if any walls are to be added or removed. Include a sketch or updated floor plan. Include location of any doors that may also been added.

_____

_____

_____

_____

Building #: _____ **Room #(s):** _____

Describe the proposed project. Be sure to include changes in room square footage if any walls are to be added or removed. Include a sketch or updated floor plan. Include location of any doors that may also been added.

_____

_____

_____

_____

Building #: _____ **Room #(s):** _____

Funding Source: _____ **Cost Strip:** _____

Anticipated Start Date: _____ **Anticipated Completion Date:** _____

☐ Date Submitted to Facilities Planning for Survey Approval Determination _____ _____
(Gen. Mgr. Signature)

☐ Survey Approval Date confirmed by Coordinator, Facilities Planning: _____ _____
(Coord. F.P Signature)

☐ Completion Date or Certificate of Occupancy (if required) _____ _____
(Gen. Mgr. Signature)

☐ Date FISH Updated: _____ _____
(Coord. F.P Signature)

Facility Based Projects Process

The following process has been established to allow schools and facilities an avenue to accomplish facility-based projects; example: modification to building or rooms, adding structures and equipment. These projects are outside of the Division's established process: project identification, budgeting, specifications development and subsequent construction.

Step 1 - Correspondence from the facility principal/director to the General Manager, requesting conceptual approval of project i.e. modification to buildings or adding structures and equipment. The correspondence shall include details regarding use, location, design methods, construction methods, funding source and maintenance.

The General Manager begins the process by completing the attached Change of Facility Authorization and Tracking Form. (PCS Form 2-3189) providing a detailed scope of work.

Step 2 - The Associate Superintendent, Operational Services, General Manager, and Support Staff may meet on-site with the principal, school staff and/or committees for the purpose of advisement regarding district codes, compliance, construction practices and associated processes and procedures.

Step 3 - The General Manager will consult with the appropriate Area Superintendent regarding the project's impact on the learning environment, operations, maintenance and the district's 5-year construction plan. The Area Superintendent must sign the Change of Facility Authorization and Tracking Form. (PCS Form 2-3189) authorizing approval of the project.

Step 4 - The General Manager signs the Change of Facilities Authorization and Tracking Form (PCS Form 2-3189) and consults with the office of Facilities, Design, and Construction, regarding building additions, modifications and equipment. Adherence to Florida Statute and Department of Education rules regarding student occupied spaces requires strict compliance. Either the Director, Facilities, Design, and Construction or the Associate Superintendent, Operational Services signs the form granting final approval.

Prior to any new construction and/or remodeling, an Educational Plant Survey recommendation must be approved by the school board and the Florida Department of Education, Office of Educational Facilities. Remodeling, as defined by State Requirements for Educational Facilities (SREF), is the changing of existing facilities by rearrangement of space and/or change of use.

Step 5 - The General Manager submits the Change of Facility Authorization and Tracking Form (PCS Form 2-3189) to the Coordinator, Facilities Planning in the Office of Student Assignment, Demographics, and School Capacity. If needed, the Coordinator, Facilities Planning will include the project in the next scheduled Supplemental Educational Plant Survey. Supplemental Surveys are completed each Spring, Fall and Winter so it is important to plan projects well in advance. Once Survey approved, the Change of Facilities Authorization and Tracking form is returned to the General Manager.

Step 6 - If the project is approved, a Facilities and Operations division representative will be assigned inspection and oversight responsibility. The division may involve other personnel in plan reviews and inspections dependent upon the complexity of the project.

Step 7 - As-built construction plans, warranty documents, manuals, etc. shall be forwarded to the Document Center, at Walter Pownall Service Center, for recordkeeping upon completion of the project. Upon completion of the project the General Manager returns the full signed Change of Facility Authorization and Tracking Form to the Coordinator, Facilities Planning so changes can be updated in the state FISH Database and the PCS FISH Map in the Document Center.