- All district facilities shall meet the applicable facility standards established and referenced in district policy
    - Applicable standards include requirements relating specifically to educational adequacy, space allocation, and construction quality (i.e., applicable building codes, including fire, mechanical, electrical, and plumbing codes).
    - Additional applicable standards may be imposed through the facility requirements of the Americans with Disabilities Act of 1990 and other applicable local, state, and federal requirements.
    - The district may adopt any additional standards that it feels are in the best interests of the district, provided these locally adopted standards do not interfere with, alter, delete, or work to negate any of the applicable standards referred to in district policy.

- Any and all modifications, alterations, and renovations of existing facilities shall conform to all applicable standards as required.
    - No modification, alteration, or renovation to an existing facility shall be allowed to interfere with or otherwise change an applicable standard.

- No campus or department shall modify, alter or renovate any portion of a facility without the prior written approval of a district review committee established through the Department of Operations.
    - For purposes of this administrative regulation, a modification, alteration, or renovation to an existing facility is defined as any addition to, removal, or replacement of an existing space within a facility, including any part of the electrical, plumbing, mechanical, roofing, landscape, paving and drainage systems of the facility.
    - Examples of modifications, alterations, or renovations to an existing facility may include, but are not limited to, the following:
        - adding or moving walls for new or different room configurations in a facility
        - additions or alterations to existing landscaping and green spaces, or the removal thereof, including flower beds, trees, irrigation, fencing, masonry walls and boxes, and other landscape additions
        - additions or alterations to paving of any kind, including parking lots, sidewalks, ramps, porches, outdoor corridors, service roads, or landing areas
        - changing interior or exterior wall(finishes or colors) ceiling and/or floor
        - any type of playground improvements, additions, or modifications, either to equipment or to designated play areas
        - moving or changing interior or exterior doors and doorways
        - attachment of significant items to any part of a facility, such as outdoor electronic message displays, scoreboards, ancillary buildings such as large storage buildings, towers, or similar structures

- All requests for modification, alteration, or renovation of a campus facility as outlined above, including any project requested or proposed by organizations affiliated with a campus, such as PTAs, booster clubs, and any student organizations, or any individual or other organization wishing to contribute funds, materials, or labor for a project, shall be reviewed by the appropriate executive director of administration for educational soundness and appropriateness prior to the review committee's evaluation of the request.
    - A request is not presumed to be automatically approved because it is determined to be educationally sound or appropriate.

- Campus and department requests for modification, alteration or renovation of an existing facility shall be in writing on a standard form that is made a part of this administrative regulation.
    - All requests shall be made on or before April 15th.
        - Projects requested or proposed by organizations affiliated with the campus, such as PTAs, booster clubs, student organizations, or other interested individuals and groups must also be submitted using the same form and procedures as outlined in this administrative regulation.
    - Requests shall be submitted in writing on the form provided to the Executive Director of Maintenance and Operations.
    - All requests will be reviewed and cost estimates prepared.
    - Depending on the number of requests received, priorities for completion may be established in order to maintain total estimated costs within the budget resources available for these types of projects.

- The Directors of Maintenance and Operations shall be responsible for planning, coordinating, and scheduling all projects approved for completion.
    - The Directors of Maintenance and Operations shall coordinate, as needed, the efforts and resources of the district's various departments, including but not limited to, Construction, Planning and Development, Technology, and the other auxiliary services departments of the district, in order to ensure that all applicable standards are followed and that any

modifications, alterations, or renovations do not impede or adversely impact existing programs and services.

Attachment:

Facilities Modification Request Form

Facilities Modification Request Flowchart