How Do I Navigate the Facility Improvement Project Process?

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Facilities Maintenance Services

BSD Project Coordinators Office



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About this Deck

This presentation is designed to be "just in time" directions you can access when you need them.

It is divided into three sections:

1. **Purpose**: *Why does this process exist?*
2. **Directions**: *How do I navigate the process?*
3. **Tips & FAQ**

Purpose

When you have an idea on how to improve your facility or grounds, we want to ensure that you have a safe and successful project.



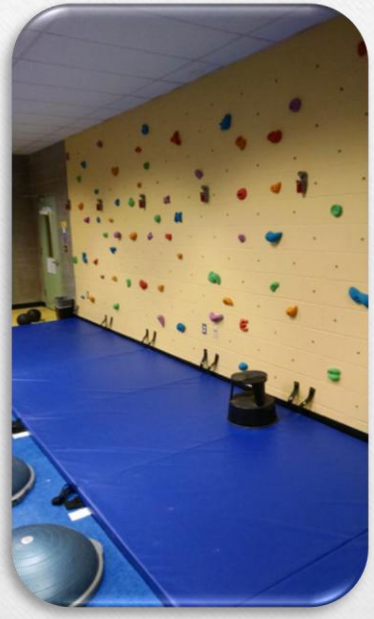





Long Lasting Impact

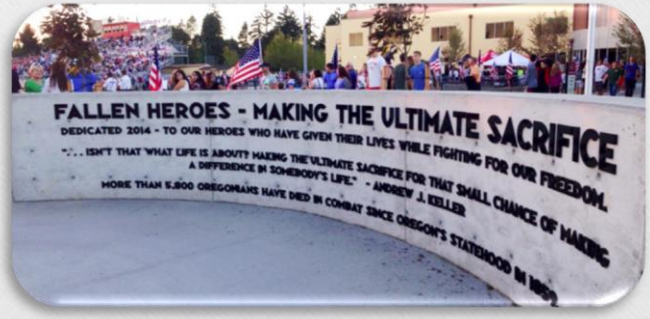
Building and grounds improvements, through the FIP process are meant to be long lasting and maintainable.

Once completed, they become a permanent part of the facility.









FIPs throughout BSD *(Before & After)*

Additional Signage



Before



After

Sports Plaza



Before



After

Garden Clean-up Day



Before



After

Countertop Upgrade



Before



After

FIP Process Overview



Facility Improvement Projects (FIP) Approval Process

Identify Potential Project
Identify a change that you want to make to your facility or grounds.

Exploratory Planning
As you move from idea to proposal, be sure to:
1. Articulate your project goals
2. Get clear about budget
3. Talk to a variety of stakeholders

Fill Out FIP Request Form
The one page form can be found on the district's web page (go to: *departments -> facilities and maintenance -> Facility Improvement Project request)*

Decision Point: Principal or Dept. Leader Review
No → **Project Does Not Move Forward**
Yes

Decision Point: Maintenance Services Preliminary Feasibility Screening
No → **Project Does Not Move Forward**
Yes

****Action**: Review & Prioritization scoring

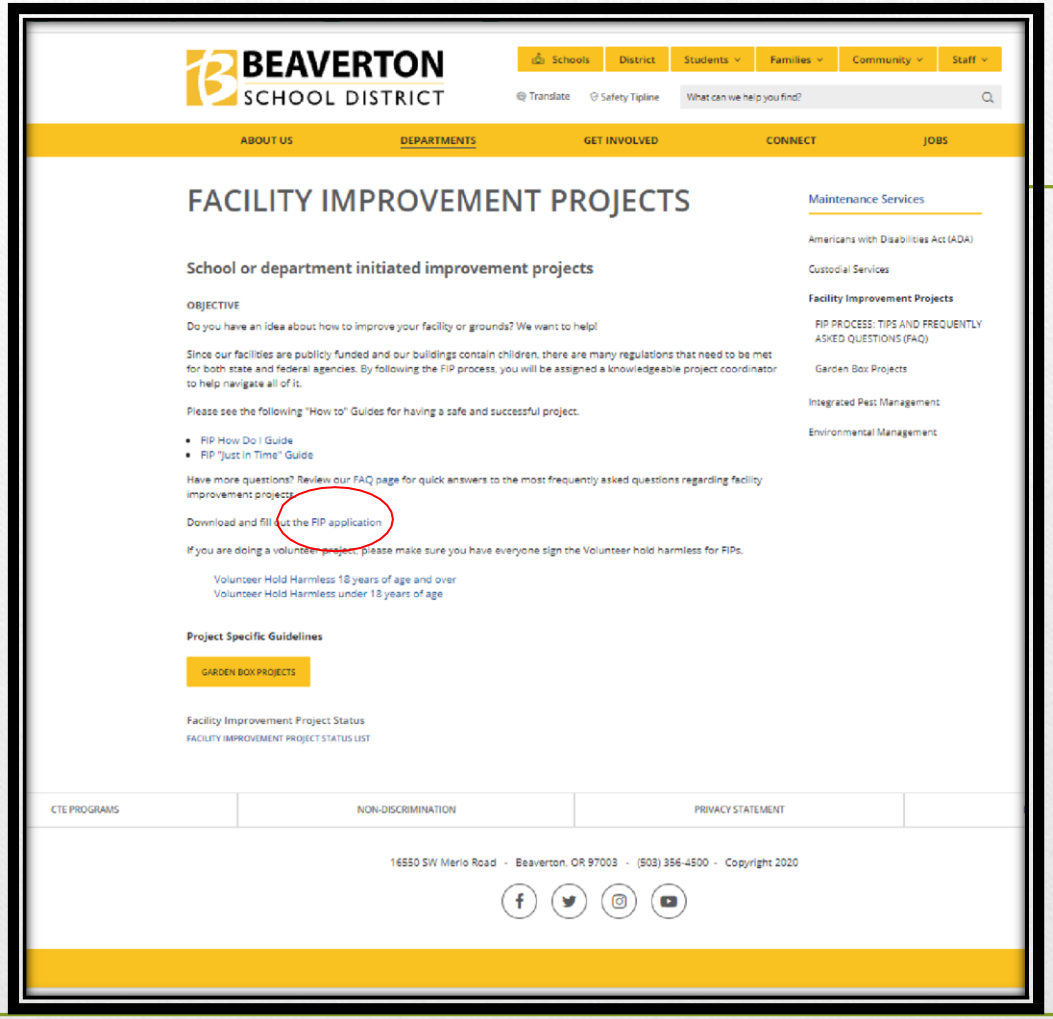
Collaborative Planning Meeting(s)
A project coordinator is assigned and will schedule a planning meeting to determine the project scope, timeline, and budget.

Decision Point: Is the project feasible?
No → **Project Does Not Move Forward**
Yes

Project Management
The Project Coordinator will work with you to get the project done. *This may mean assisting with building permits, contractor bidding, ordering materials or providing volunteer releases.*

Project Completed!

Find the Form & Complete Entry Online





***Use this link:**

FIP Electronic Form

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Submit the Request to Initiate Online Scoring Process

Approval Process

A committee, including staff from Maintenance, Projects, and Custodial teams, will review and score each FIP application with the same criteria.

Once scored, FIPs will be prioritized based on score, submission date and complexity, and assigned according to staff availability.



Then What?

After the project has been approved and the prioritization review process has been completed, the request will go into a queue for assignment when staff become available.

Once a project coordinator is assigned, they will contact you to request a pre-planning meeting.

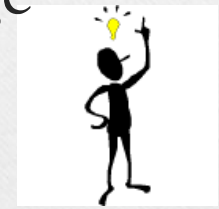
** This may vary from a quick 15 minute meeting to a series of meetings, depending on the size and scope of the project.*

Tips

1. Submit your application as soon as possible.

   <u>Don't worry if you don't have all the details.</u>

2. You don't have to know how to manage a project - we are here to help.



3. If you are at a High School and this improvement relates to a sport, check with your Athletic Director about Title IX.



Frequently Asked Questions

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.

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 to take a more proactive role in the larger, more detailed projects.

**Please note:* *For projects over $25,000, IDENTICAL quotes must be obtained from at least three (3) contractors. Your District Coordinator will assist in getting necessary quotes and making sure that bidding is fair and equitable.*

FAQ (Con't)

Are there any types of projects that will automatically be disapproved?

No. All projects will be reviewed for their site feasibility.

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.

Will my project need inspecting, and if so, by whom?

Yes. Once the project is accepted by the Beaverton School District, it becomes part of the school facility and will be inspected by the local jurisdiction or by District staff. If applicable, at that time you may be asked to supply as-built drawings for the District's archive.

Need Help?

- Call Maintenance Services:

  (503) 356 - 4450

- Reference the detailed process guide on our website at:

BSD Facility Improvement Projects Page

Thanks for reading!

We hope this deck was helpful…if you have any suggestions for how to make it better, please let us know!