

FACILITIES PROJECT POLICY

Policy Statement:

It is the goal of the Board to provide facilities that will offer the best possible physical environment for teaching and learning. The Board requires:

- Buildings, structures and renovations will meet all safety requirements.
- Building and structure design and construction will facilitate low maintenance costs and conservation of energy.
- Building renovations will be ADA (Americans with Disabilities Act) compliant.
- Building improvements and renovations must go through the State Fire Marshall's office when required, or the district will consult/employ an architect in order to meet all building codes.

Procedure for District Projects:

Major discretionary renovations, improvements, and repairs made by the district will be approved by the Construction, Transportation & Safety Committee, where practical, with the Board of Directors kept advised. A Facilities Project Form will not be required. All such projects will be recorded and tracked by the Maintenance Director.

All other district projects will be recorded and reported to the Construction, Transportation & Safety Committee with the Board of Directors kept advised.

Procedure for Other Projects:

All requests for other projects in or on the MSAD 55 properties are required to be submitted to the Construction, Transportation & Safety Committee, using the Facilities Project Form. The Maintenance Director will be consulted prior to Committee approval.

Scope of Projects:

District and other projects include but are not limited to the following:

- New construction, including temporary buildings, modulares, trailers and storage containers.
- Any changes in configuration of buildings including wall demolition, new doors or windows
- Building renovations
- Any outdoor storage units or containers
- All significant landscaping projects
- All playground projects
- Replacement of carpets, painting, and projects that would affect building interior or exterior

Adopted: December 6, 2006
Revised: September 2, 2015

Facilities Project Application

Name of Person or Organization Requesting Project: _____

Description of Project: Please attach a detailed specification for your project including materials, site work and sketches when applicable.

Estimated Cost: _____

Time Line: _____

Who will be responsible for completing the project? _____

Estimated Completion Date: _____

Materials that will be used: _____

Does this project need a permit and meet all required codes? _____

If yes please attach permit

Does this project need ongoing maintenance? _____

Please describe

Funding Source: _____

Signature of Person Completing the Application

Date

Date received: _____

Action: _____ Requires further information

_____ Recommended for completion

_____ Not recommended

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