



ADMINISTRATIVE PROCEDURE

REQUESTING BUILDING ALTERATIONS AND IMPROVEMENTS

3522

Procedure No.

January 22, 2002

Date

- I. **PURPOSE:** To provide mandatory procedures which must be followed to request and authorize administrative office building alterations or improvements in a timely manner for inclusion in an appropriate operating budget.
- II. **BACKGROUND:** It is of obvious necessity that all building alterations be under the direct control of the Maintenance Department and Planning and Architectural Services in order to assure compliance with building codes and provide a safe school system environment. To ensure that such alterations are properly authorized, a written request is the ONLY proper way to initiate the work process, and only the Maintenance Department will issue the authorizing work order. The use of students, volunteers or private contractors, although encouraged, shall not be allowed unless such is specifically authorized in the approved work order.

Where applicable, all building alterations, as hereafter defined, resulting from gifts to schools by any organization (including, but not limited to civic groups, booster clubs and PTAs) must comply with this Procedure. A gift to a school or office may not be finally accepted as property of the Board of Education of Prince George's County until these Procedures are completed. When these Procedures are completed, the gift automatically becomes the property of the Board of Education of Prince George's County. Donors planning gifts must be advised of this Procedure in advance of the actual donation.

III. **INFORMATION:**

Submitting Requests: The expenditure and time commitments required for alterations and improvements and the large number of requests received annually demand careful security by approved authorities in an effort to set priorities for the generally limited funds available.

- A. Projects costing \$2,500 or more shall be the subject of future budgetary action, unless circumstances dictate earlier completion. Each such case shall be referred (with appropriate justification) to the Deputy Superintendent for Administration for approval or disapproval.
- B. Projects valued at less than \$2,500 shall be considered for execution from current operating funds. As funds become available, the Director of Maintenance will evaluate, prioritize and execute those projects disapproved or deferred due to a lack of current funds.

IV. **DEFINITIONS:**



ADMINISTRATIVE PROCEDURE

REQUESTING BUILDING ALTERATIONS AND IMPROVEMENTS

3522

Procedure No.

January 22, 2002

Date

Building Alteration: Any modification, addition or change to electrical, heating, plumbing or other installed systems including walls, doors or partitions of the building, or construction of and modifications to small outbuildings.

- V. **PROCEDURES**: The following procedure should be used in initiating the building alteration and improvement process:
- A. **Initiating a Request**: Department Head or Principal
1. Determine what is wanted: Accurately determine the work needed and the location of the work.
 2. Preparing Requests: Complete the appropriate sections of a REQUEST FOR FACILITY ALTERATIONS Form Number AP-3552.1, providing as much information as possible.
 3. Submitting Requests: Submit the original and two copies to the Director of Maintenance. He/She will ensure that the requested work is properly designated as a Building Alteration and will forward it to the Associate Superintendent for Supporting Services or the Appropriate Regional Executive Director for final approval and inclusion in the preliminary budget request. Projects, which are not structurally feasible, will not be approved. Rejected requests for Building Alterations will be returned along with an explanation. (Forms are available from Supply as a regular item of requisition). The expenditure and time commitments required for alterations and improvements and the large number of requests received annually demand careful scrutiny by approval authorities in an effort to set priorities for the generally limited funds available. Approval means inclusion in the initial budget request to the Superintendent, unless the project as outlined is not structurally feasible.
- B. **Preliminary Approval**: Associate Superintendent for Supporting Services or Regional Executive Director
1. The Associate Superintendent for Supporting Services or the Appropriate Regional Executive Director will approve the project for inclusion in the preliminary budget request. A Request for Building Alterations returned unsigned to the Requestor will constitute a denial of the request.
- C. **Notification of Final Budgetary Approval**: Associate Superintendent for Supporting Services or Regional Executive Director Associate Superintendent or



ADMINISTRATIVE PROCEDURE

REQUESTING BUILDING ALTERATIONS AND IMPROVEMENTS

3522

Procedure No.

January 22, 2002

Date

Regional Executive Director, of alterations and improvements approved by the Board of Education in its final budget by returning the signed original of the Request Form.

- VI. **RELATED PROCEDURES:** None.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure will be reviewed periodically by the Associate Superintendent for Supporting Services and changes will be made as necessary.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure supersedes Administrative Procedure 3522, Building Alterations, dated November 30, 1976; Administrative Procedure 3552.1, Requesting School Building Alterations and Improvements, dated July 9, 1975; and Administrative Procedure 3552.2 Requesting Administrative Office Building Alterations and Improvements, dated June 26, 1974.
- IX. **EFFECTIVE DATE:** January 22, 2002

Approved by:
Iris T. Metts
Superintendent of Schools

Attachment: Form AP-3552.1, Request For Facility Alterations

Distribution Lists: 1, 2, 3, 4, 5, 6, 10, and 11