



ADMINISTRATIVE PROCEDURE

SCHOOL CONSTRUCTION - BUILDING ALTERATIONS AFFECTING CAPACITY OR SPACE

7110.5

Procedure No.

February 1, 2005

Date

- I. **PURPOSE:** To provide mandatory procedures which must be followed to request, authorize, and accomplish building alterations which will impact on school capacity or use of space.
- II. **BACKGROUND:** In past years, some building alterations which affected capacity or space were done without recording the changes in school capacity. This had the potential of inappropriate actions based on inaccurate data pertaining to school capacity.

Therefore, it has become necessary to establish a procedure for requesting, authorizing and performing construction projects by the Maintenance Department, which impact on the capacity and/or space utilization in each school building. Decisions regarding boundary changes and educational programs for a specific school are often made based upon the known capacity of that building. Any building alteration, which changes the space use or the capacity of the school building will need prior approval of the Facilities Committee. Upon approval, adjustments will be made to the records and reports reflecting the change in capacity.

This procedure does not alter other procedures or forms used to request building repairs or alterations, which have no affect upon capacity or use. For example, if a request is made to repair a door, or to place a window in a wall, other procedures as they now stand will continue.

- III. **PROCEDURES:** The following procedure will be used when requesting a building alteration affecting space or capacity:
 - A. The principal will complete PART I of Form PGIN 7540-5026 (sample attached).
 - B. The entire form (all 4 copies) is to be forwarded to the appropriate Regional Assistant Superintendent for approval or disapproval, and comments.
 - C. The Regional Assistant Superintendent will complete PART III, and forward the entire form to the Director of the Department of Planning and Architectural Services.
 - D. The Director of the Department of Planning and Architectural Services will complete PART III and present the request to the Facilities Committee.



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- E. The Facilities Committee will discuss and evaluate the request.
1. Upon approval/disapproval, the form will be returned to the appropriate personnel as recorded on the bottom of the form.
 2. If approved, the Maintenance Department will act upon the request as soon as feasible.
 3. Upon completion of the construction work, proper adjustments will be made to all records and reports reflecting the change in capacity or space of the building.
 - a. A copy of the completed work order form will be forwarded to the Department of Planning and Architectural Services.
 - b. The Department of Planning and Architectural Services will forward notification to all departments responsible for updating building space and capacity information.
- IV. **RELATED PROCEDURES:** Administrative Procedure 7110, The Facilities Committee.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Department of Planning and Architectural Services will update this procedure as may be required.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 7110.5, dated August 1, 1988, and all other memoranda, local directives, or other writings on this subject.
- VII. **EFFECTIVE DATE:** February 1, 2005.

Approved by:

André J. Hornsby
Chief Executive Officer

Attachment: Request for Facility Alterations

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