



INSTRUCTIONS AND PROCEDURES FOR SCHOOL INITIATED PROJECTS

Step 1: Pre-Project Meeting

Attendees shall include the following at a minimum:

- Requestor _____
- Principal and/or Area Superintendent _____
- Area Fast Team Supervisor _____
- Building Official _____
- For playgrounds, submit a completed Pre-Approval Request Form for Playground Procurements & Installations that is found on the EH&S District website:
<http://plant-ops.brevard.k12.fl.us/PDF%20files/Playground-preapproval.pdf>.

Meeting Agenda shall include:

- Summary of proposed project, location, preliminary plans, and source of funding.
- Determination of requirements for project management, architectural design services, engineering, and contractors.
- Insurance requirements and hold harmless agreement.
- Discussions regarding criteria for project approval.

Step 2: Agreement for School Initiated Projects

The requestor is responsible for providing:

- Supporting documents, preliminary plans, and relevant attachments.
- Memorandums involving specialties, curriculum, technology, science, music.
- Proposed labor, materials, and donations.
- District required Insurance and hold harmless agreement.

The requestor is responsible for obtaining approval signatures in the following order:

- Principal
- Area Superintendent
- Director of Plant Operations & Maintenance
- Director of Planning & Project Management
- Assistant Superintendent, Facilities
- Director of Purchasing/Risk Management
- Assistant Superintendent, Finance
- Superintendent
- After receiving all approvals, forward to Building Official for final approval and permit.

Step 3: Design, Insurance/Indemnification, Permitting, and Construction

School Initiated projects can be delivered and/or constructed utilizing one of two options:

Option 1: Upon final approval of the agreement, a fully funded project may be turned over to the Director of Plant Operations & Maintenance or the Director of Planning & Project Management for execution and project delivery.

Option 2: If the school chooses to execute a project on its own, subject to approval by the building official, the requestor and the school are responsible for the following:

- Compliance with applicable Board policies and procedures as related to purchasing contracts for design and construction. A copy of the approved agreement and contract must be submitted to Purchasing when requesting purchase orders.
- Procuring signed & sealed plans and specifications prepared by an architect/engineer licensed in the State of Florida for projects that include new construction, additions, remodeling, and structural modifications of an existing structure. The building official will clarify extent of required design and construction documents during the Step 1 Pre-Project Meeting. A contract must be executed with the architect/engineer prior to commencement of work.
- Evidence sufficient to prove project is fully funded prior to issuance of a permit.
- Procuring services of a General Contractor licensed in the State of Florida and authorized to perform work on Board property. A contract must be executed with the contractor(s) prior to commencement of work. Construction shall not commence until a building permit has been issued.
- General Contractor must submit for review and approval an application for permit, three sets of signed & sealed plans and specifications, license and certificates of insurance. Volunteers such as PTA, PTO, boosters, or others shall not perform construction activities on the project unless covered under the contractors insurance.

Step 4: Plan Reviews, Permits, Inspections and Project Completion

Building official will conduct plan reviews, verify license & insurance requirements in order, and thereafter issue a permit.

- Office will provide inspections during construction and a final inspection will be conducted at completion of the project.
- Principal is responsible for assuring that a certificate of occupancy or completion is acquired prior to allowing use or occupancy.