

SUBJECT: BUILDINGS AND GROUNDS MODIFICATIONS

ORIGINATING OFFICE: ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

EFFECTIVE: OCTOBER 13, 2015

REVISED:

It shall be the policy of the district to ensure that any proposed modifications to buildings and/or grounds are first reviewed and approved by district administration before any project begins. This will ensure that the modifications are implemented in a safe, attractive, economical manner with full regulatory code compliance. Materials selection should be based upon cost to maintain the improvement.

No site-initiated modifications to buildings or grounds shall be made without adherence to this Staff Rule. Modification projects started and/or completed without following this Staff Rule approval process will be subject to demolition and the building or grounds restored to the original condition at site expense.

Employees involved in non-approved building or grounds modifications may be subject to disciplinary action and/or prosecution for misdemeanor building/fire code violations.

The following outlines the building and grounds modification process. The objective of the process is to ensure an effective, controlled method to address site-requested modifications.

Step 1 - Site Request

1. Form 7111.1A "Buildings and Grounds Modifications Approval Form" shall be completed by the site as Step 1 of the modification process. Section I "Project Request" and Section III "Project Checklist" of the form will be completed by the site to the extent possible. Section III Project Checklist illustrates the potential complexity of various factors to be considered in the development of any project
2. All form requests shall include an illustration of the proposed project as specified on Form 7111.1A.
3. All form requests are to be signed off by the Site Principal and forwarded to the Director of Maintenance, Operations and Transportation (MOT). The Director of MOT will coordinate review of Form 7111.1A with the Director of Facilities Development.

Step 2 - District Review

1. Each project request will be reviewed by the Director of MOT and Director of Facilities Development as promptly as possible, with the degree of complexity affecting the timeline.

2. A project request may require additional steps of review with site input for clarification of project scope and financing.
3. Upon receipt and review of a completed Form 7111.1A, and when applicable due to the complexity of a request, the Director of MOT and Director of Facilities Development will utilize the district's adopted Governance Planning Process Model (found at P/Districtwide/Governance Planning Process). The Planning Model provides the framework to identify all factors of the modification request.
4. Requests for building and grounds modification of facilities shall be reviewed for consistency with the original plan for site construction.
5. Requests for building and grounds modification of existing facilities shall include, but not be limited to, the consideration of the following criteria:
 - a. California Building Code as regulated by the Division of the State Architect
 - b. Americans with Disabilities Act
 - c. Safety, including fire, theft and intrusion
 - d. Compatibility with the overall long-range site Master Plan of construction
 - e. Enhancement of site appearance
 - f. Least cost of maintenance
 - g. Conflicts with existing buildings or infrastructure
6. Where a project requires architectural services, engineering services, or Division of State Architect (DSA) review, the Director of Facilities Development will coordinate the review for budgeting/cost considerations and develop the plan for Cabinet and Board approval.

Step 3 - Approval or Denial Process

1. Upon completed review by the Director of MOT and Director of Facilities Development, the project will be either approved to proceed as a project in progress or denied. Signatures of BOTH Directors (MOT and Facilities) are required. Section II will be completed as applicable and communicated to the Site Principal.

Step 4 - Project Construction

1. Projects approved will be scheduled for construction by the Director of MOT or the Director of Facilities Development. If necessary, a project may be put out to bid to ensure completion in a timely manner.

2. Any post-approval changes to the scope of a project shall be re-submitted with a revised Form 7111.1A for consideration by the Director of MOT and Director of Facilities Development.