



POLICY 7.02

4-A I recommend that the Board adopt the proposed revised Policy 7.02, entitled “Educational Facilities Specifications.”

[Contact: Joseph Sanches, PX 47573.]

Adoption

CONSENT ITEM

- The Board approved development of this revised Policy at the development reading on August 12, 2009.
- At the September 30, 2009 meeting, additional language was approved to be added to line 20.
- This proposed revised policy provides for newly constructed, remodeled or renovated school sites to comply with applicable federal laws; state requirements, as the State Board of Education rule and the *State Requirements for Educational Facilities*; the District Master Specification; the District Design Criteria; and other applicable District policies.
- The proposed policy prohibits the construction, modernization or renovation of a building prior to the development and approval of educational specifications. The educational specifications are intended for use as a planning guide by architects and others responsible for developing physical facilities of the School District. The Superintendent or designee is required to direct the preparation of educational specifications for the design and construction.
- A listing is provided in, section 4, of the items to be incorporated into an educational specification.
- A contractor of record for each capital project that has an educational specifications approved by the Board is required to provide a detailed list of any deviation from the Board approved educational specifications, by providing a detailed list to an attachment to the Guarantee Maximum Price (GMP) for the contractor’s project.
- This revision also updates statutory references.

POLICY 7.02

~~NEW CONSTRUCTION- EDUCATIONAL FACILITIES SPECIFICATIONS~~

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3 1. **Purpose.** The School Board recognizes there is a continuing need to plan, design
4 and construct new educational facilities and to make changes through the
5 renovation and remodeling of existing educational facilities, to support and
6 enhance educational programs and to accommodate for changing educational
7 needs. This policy is to ensure that all new construction, renovation and
8 remodeling of District facilities are designed to meet the requirements of applicable
9 state and federal laws and regulations and related District policies, and to
10 accommodate and complement the educational program.

- 11 2. **Policy Statement.** School plant sites shall meet ~~minimum~~ requirements as
12 prescribed in the following: *State Requirements for Educational Facilities,*
13 2007(SREF), as now or hereafter amended; *Palm Beach County School District*
14 *Master Specification, 2007 (DMS), as now or hereafter amended; Palm Beach*
15 *County School District Design Criteria, 2006 (DDC), as now or hereafter amended;*
16 *and Board policies.* ~~State Board of Education regulations, statutory requirements,~~
17 ~~and Board Policies.~~

- 18 a. At no time is a new facility to be constructed or an existing facility to be
19 modernized or added to before the intended educational specifications are set
20 forth in writing and approved by the Board. This provision does not apply
21 when less than ten (10) relocatables are added to a facility OR in the case of
22 an emergency.

- 23 3. **Preparation of Specifications.** The Superintendent or designee shall direct the
24 preparation of ~~current~~ educational specifications to apply to the design and
25 construction of new facilities and the renovation or remodeling of existing facilities
26 ~~for all new construction~~ and shall present this material to the Board for its review
27 and approval.

- 28 4. Educational specifications shall include, but not be limited to, the following:
29 a.—Statement of philosophy and objectives
30 b.—Definition of terms
31 c. Site
32 i.—Size
33 ii.—Utilization

- 34 iii. ~~Vehicular traffic control~~
- 35 iv. ~~— Pedestrian traffic~~
- 36 v. ~~Orientation of facilities~~
- 37 d. ~~Identification of facilities and space utilization.~~
- 38 i. ~~— Grade structure~~
- 39 ii. ~~— Plant capacity~~
- 40 iii. ~~Space needs and relationships~~
- 41 e. ~~Program offerings and course contents.~~
- 42 i. ~~— Planned and anticipated changes~~
- 43 ii. ~~— Staff utilization~~
- 44 iii. ~~— Material utilization~~
- 45 iv. ~~— Space utilization~~
- 46 v. ~~Student organization~~
- 47 f. ~~Utilities~~
- 48 i. ~~— Gas~~
- 49 ii. ~~— Electricity~~
- 50 iii. ~~— Water~~
- 51 iv. ~~— Sanitary sewer~~
- 52 v. ~~— Telephone~~
- 53 vi. ~~Oil~~
- 54 g. ~~Equipment requirements~~
- 55 h. ~~Materials and supplies~~
- 56 i. ~~Special considerations~~
- 57 i. ~~Climate control requirement~~

- 58 ii.—Acoustical treatment
- 59 iii.—Lighting requirement
- 60 iv. Safety measures

61 4. **Specifications.**

62 a. The educational specifications are intended for use as a planning guide by
63 architects and others responsible for developing physical facilities of the
64 School District. The general concept embodied in the specifications is to
65 provide general and adequate details for proposed spaces related to the
66 construction, renovation or remodeling of a school plant site, while leaving
67 ample flexibility for creativity and options in designs by the architects.
68 Educational specifications prepared for a facility shall include, but not be
69 limited to, the following:

- 70 i. Introduction;
- 71 ii. Philosophy and Goals;
- 72 iii. Facility List by Area;
- 73 iv. General Considerations;
- 74 v. General Security Considerations;
- 75 vi. Site Development;
- 76 vii. Traffic Control;
- 77 viii. Facility Space Summary;
- 78 ix. and Student Projected Population as provided in the District's Five (5)
79 Year Plan.

80 b. Specifications for the various program areas for the facility shall include a
81 common listing of informational categories within each of the program areas.
82 Specific information relative to each particular program area for the facility will
83 be included under various headings as follows:

- 84 i. Program Philosophy;
- 85 ii. Program Goals;
- 86 iii. Program Activities;

- 87 iv. Organizational Nomenclature;
- 88 v. Innovations, Experimental Ideas, Other Planned Uses;
- 89 vi. Justification for Variance from SREF requirements;
- 90 vii. Program Facilities List;
- 91 viii. Program Furniture and Equipment;
- 92 ix. Special Consideration; and
- 93 x. Spatial Relationships.
- 94 5. **Facility Modernization or Addition.** Under a modernization and/or addition of a
95 facility(ies), the existing facilities will be analyzed by the project architect to
96 determine the appropriate usage of the site and buildings for necessary
97 renovations and remodeling to meet SREF size standards, ADA requirements and
98 other building code issues.
- 99 6. **Contractor's Obligations.** The contractor of record for each capital project that
100 has an educational specifications approved by the Board shall provide a detailed
101 list of any deviation from the Board approved educational specifications. The
102 detailed list shall be provided as an attachment to the Guarantee Maximum Price
103 (GMP) for the contractor's project.
- 104 STATUTORY AUTHORITY: Fla. Stat. §§ ~~230.22(2)~~ 1001.41(2); 1001.42(23)
105 LAWS IMPLEMENTED: Fla. Stat. §§ 1013.33; 1013.36; 1013.45 ~~6A-2.06~~, ~~SBER~~
106 STATE BOARD OF EDUCATION RULE: 6A-2.0010, Florida Administrative Code;
107 *State Requirements for Educational Facilities*, 2007
108 HISTORY: ~~7114.2, 7211.44~~ / ___ 2009

Legal Signoff:

The Legal Department has reviewed proposed Policy 7.02 and finds it legally sufficient for development by the Board.

Attorney

Date