



## **POLICY 7.02**

**4-B** 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.
- 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.
  
- 21 3. **Preparation of Specifications.** The Superintendent or designee shall direct the  
22 preparation of ~~current~~ educational specifications to apply to the design and  
23 construction of new facilities and the renovation or remodeling of existing facilities  
24 ~~for all new construction~~ and shall present this material to the Board for its review  
25 and approval.
  
- 26 4. Educational specifications shall include, but not be limited to, the following:  
27 a.—Statement of philosophy and objectives  
28 b.—Definition of terms  
29 c. Site  
30 i.—Size  
31 ii.—Utilization  
32 iii. ~~Vehicular traffic control~~  
33 iv.—~~Pedestrian traffic~~

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

58           iv. ~~Safety measures~~

59   4. **Specifications.**

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

68           i. Introduction;

69           ii. Philosophy and Goals;

70           iii. Facility List by Area;

71           iv. General Considerations;

72           v. General Security Considerations;

73           vi. Site Development;

74           vii. Traffic Control;

75           viii. Facility Space Summary;

76           ix. and Student Projected Population as provided in the District's Five (5)  
77 Year Plan.

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

82           i. Program Philosophy;

83           ii. Program Goals;

84           iii. Program Activities;

85           iv. Organizational Nomenclature;

86           v. Innovations, Experimental Ideas, Other Planned Uses;

- 87 vi. Justification for Variance from SREF requirements:
- 88 vii. Program Facilities List:
- 89 viii. Program Furniture and Equipment:
- 90 ix. Special Consideration; and
- 91 x. Spatial Relationships.

92 5. **Facility Modernization or Addition.** Under a modernization and/or addition of a  
93 facility(ies), the existing facilities will be analyzed by the project architect to  
94 determine the appropriate usage of the site and buildings for necessary  
95 renovations and remodeling to meet SREF size standards, ADA requirements and  
96 other building code issues.

97 6. **Contractor's Obligations.** The contractor of record for each capital project that  
98 has an educational specifications approved by the Board shall provide a detailed  
99 list of any deviation from the Board approved educational specifications. The  
100 detailed list shall be provided as an attachment to the Guarantee Maximum Price  
101 (GMP) for the contractor's project.

102 STATUTORY AUTHORITY: Fla. Stat. §§ ~~230.22(2)~~ 1001.41(2); 1001.42(23)  
103 LAWS IMPLEMENTED: Fla. Stat. §§ 1013.33; 1013.36; 1013.45 ~~6A-2.06, SBER~~  
104 STATE BOARD OF EDUCATION RULE: 6A-2.0010, Florida Administrative Code;  
105 *State Requirements for Educational Facilities, 2007*  
106 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.

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Attorney

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Date