



801.10AP Facility Enhancement Projects

ESTABLISHED: 2018.02.21

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CROSS REFERENCE:

- [801.10 Exhibit 1 – Facility Enhancement Request Form](#)

Facility enhancements extend beyond the day-to-day facility maintenance request for a repair. When there is a desire to enhance a facility through repurposing an area of the school or to make significant modifications, a process that gives consideration to the organizational impacts must be in place. Financial, facility and technology requirements need to be clearly outlined and the implications understood prior to the approval of a project.

PROCEDURES:

1. When a facility enhancement project is initiated by the Board, the Director of Facilities will initiate the completion of a Facility Enhancement Request Form (Exhibit 1).
2. When a facility enhancement project is initiated at the school level, the Principal will provide a written request to the Board of Trustees requesting that a project be considered. This letter should provide a short description of the project and the impact that it will have on student learning. Upon their approval in principle, the principal will initiate the completion of a Facility Enhancement Request Form (Exhibit 1)
3. A facility enhancement project request will require a collaborative effort between the school, the Director of Facilities and the Director of Technology and the Secretary Treasurer.
4. An initial “on-site” meeting with the Principal, the Facilities Department, the Technology Department and the Secretary Treasurer (each department will determine who is best to attend) shall be the first step in planning the project. At this meeting, the principal will share the vision of the project and all parties will provide their feedback on their components of the project and offer any suggestions to enhance it.

5. The Facility Enhancement Form (Exhibit 1) will be created in a shared document. Each department will provide information to that shared document relevant to their respective roles.
6. A diagram that identifies the key components must accompany the submission.
7. Prior to submission to the Board, the Facility Enhancement Request Form (Exhibit 1) must be signed off by the Secretary Treasurer, the Director of Facilities, the Director of Technology and the Principal. Signatures indicate that the scope of the facility enhancement project and all financial commitments are understood.
8. Once signed, the Facility Enhancement Form and the accompanying diagram are provided to the Board of Trustees for their approval prior to the start of the project.
9. Adjustments to the scope of the project must be signed off by all parties.