

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>FACILITIES</u> Facility Design	800
---	--	------------

The Board is committed to designing new and renovated facilities in a manner that maximizes the use of space, conserves environmental resources and produces structurally sound and safe buildings. All school buildings should be designed to create safe, orderly and inviting learning environments where students can succeed.

The Superintendent is responsible for the design of facilities that have been identified in the long-range facility needs plan and has been approved for funding. The Superintendent will ensure that all legal requirements are met in the design of new or renovated buildings. The Superintendent may utilize services of outside professionals, including architects and other consultants, in the facility design and construction. Any contract for professional services related to facility design must be reviewed by the Board Attorney and approved by the Board.

The Superintendent shall report periodically as deemed necessary to the Board on the development of facility plans. The Superintendent also will report on the State Board's review of facility plans conducted pursuant to G.S. 115C-521(c) and will specifically address any concerns noted by the State Board. The Board will give final approval of facility plans before investing money into new buildings or renovations and before construction occurs.

EDUCATIONAL SPECIFICATIONS

The Board shall require the Superintendent, following consultation with teachers and administration, to develop a set of comprehensive educational specifications for the architect. These specifications, which shall then be discussed in conferences with the architect, shall include:

1. Information concerning the plan of school organization and estimated enrollment in the proposed building;
2. A description of the proposed curriculum and the teaching methods and techniques to be employed;
3. A schedule of space requirements, including an indication of relative locations of various spaces;
4. A desired layout of special areas and the equipment needed for such areas;
5. An outline of mechanical features and special finishes desired;

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>FACILITIES</u> Facility Design	800
---	--	------------

6. A description of standard codes and regulations (school district, city, county, and state) affecting planning.

SMALL CONSTRUCTION PROJECTS

Plans for all small construction projects such as additions to buildings and other add on designs shall be forwarded to the State Department of Public Instruction for approval and shall meet specifications established by the Division of School Planning.

Project plans shall stipulate that licensed designers will be used and that the plan will meet all legal requirements. Plans will include information on the following area:

- Physical and geographic information
- Plot Plan
- Building Plans

All plans shall be sent in duplicate to the Division of School Planning with a request that they be forwarded to the Department of Insurance.

No contract will be awarded prior to receiving approval from the Department of Public Instruction and approved by the Caswell County Board of Education.