

[] Required
 [X] Local
 [] Notice

FACILITIES DEVELOPMENT GOALS & PLANNING

The Board of Education is responsible for the regular operation and orderly development of the school district's physical plant. In carrying out this responsibility, the Board is concerned with both short-term and long-range planning.

In meeting its goals of high quality education and fiscal responsibility, the Board of Education will strive to develop district facilities in a manner that addresses economic concerns, quality education needs, safety, durability, maintenance, insurance and flexibility.

The **Superintendent of Schools** shall be responsible for the formulation and implementation of the following plans for school building facilities:

1. Comprehensive long-range facilities development plan. This plan shall be kept current and re-evaluated at least annually. It shall include an appraisal of the following:
 - a. Educational philosophy of the district, with resulting administrative organization and program requirements.
 - b. Present and projected pupil enrollments.
 - c. Space use and state rated pupil capacity of existing facilities.
 - d. Priority of need of maintenance, repair or modernization of existing facilities, including consideration of the obsolescence and retirement of certain facilities.
 - e. Provision of additional facilities.

2. Five-year capital facilities plan. This plan will be updated annually and shall include the following:
 - a. A yearly breakdown of the estimated expenses for construction, additions, alterations, major repairs, system replacement and repairs and maintenance and energy consumption.
 - b. A district wide building inventory including the number and type of facilities; the age, capacity, use and size of each building; and each building's safety ratings, energy sources, probable useful life, major system repairs needed and asbestos reports.
 - c. A report on the condition of each school facility.

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The five-year plan will be prepared in a manner and format prescribed by the Commissioner and copies of the plan will be submitted to the Commissioner upon request.

Ref: 8 NYCRR 14.1 (School Buildings and Grounds General Requirements)
8 NYCRR 155 (Educational Facilities)

Adoption date: 4/22/10

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CONSTRUCTION SAFETY

The Board of Education recognizes the district's responsibility to provide a safe school environment for students and staff during construction and maintenance projects.

The **Superintendent of Schools** shall be responsible for ensuring that district procedures for safeguarding the safety and health of students and staff are consistent with state law and regulation, including the Uniform Code of Public School Building Inspections, Safety Rating and Monitoring and the Uniform Safety Standards for School Construction and Maintenance Projects. Specifically, the Superintendent shall be responsible for the following items at the specified phase of the construction project:

Pre-Construction

1. Ensure proper planning for the safety of building occupants during construction or maintenance activities.
2. Hire a New York State licensed architect or engineer for projects costing more than \$50,000.
3. Ensure safety issues are addressed for bid specifications and contract documents.
4. Provide notice to parents, staff and the community in advance of any substantial construction project to be conducted in an occupied school building. The notice is to be given at least two months prior to date on which construction is to begin, except in the case of emergency construction projects, in which case notice will be given as soon as practical. The notice will provide information on the district's obligation to provide a safe school environment during construction projects. The notice may be given by publication in the district newsletter, direct mailings, or by holding a public hearing on the project.
5. Revise the district's emergency management plan, when appropriate, to accommodate the construction process including a revised emergency exit plan and emergency evacuation and relocation procedures during the construction process.

During Construction

1. Monitor construction and maintenance activities to check for safety violations and to ensure that certificate of occupancy requirements are continuously maintained.

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2. Ensure that all areas to be disturbed through renovation or demolition are tested for lead and asbestos.
3. Investigate and respond to health and safety complaints.
4. Conduct fire drills during construction to familiarize students and staff with revised emergency procedures.
5. Ensure compliance with statutory and regulatory requirements regarding noise abatement, exits, ventilation, air quality, fire and hazard prevention, chemical fumes, gases and other contaminants, asbestos abatement and lead paint and radon testing and mitigation.

Post Construction

1. Conduct a walk-through inspection with the Health and Safety Committee to confirm the area is ready to be reopened for use.

Cross-Ref.: 7100 Facilities Planning
8110, School Building Safety
8112, Health and Safety Committee

Ref.: Education Law §§409-d (Comprehensive Public School Building Safety Program; 409-e (Uniform Code of Public School Buildings Inspection, Safety Rating and Monitoring)
8 NYCRR Part 155.4 (Uniform Code of Public School Building Inspections, Safety Rating and Monitoring)
8 NYCRR Part 155. 5 (Uniform Safety Standards for School Construction and Maintenance Projects)
9 NYCRR Parts 600-1250 (Uniform Fire Prevention & Building Code)

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CONSTRUCTION SAFETY EXHIBIT

Notification of Construction

To: Faculty, Staff, Parents, Guardian, Students and other concerned parties

The _____ School District anticipates conducting a construction project commencing on _____. The project will be conducted at the _____ (name and address of school). The project will consist of the following:

In furtherance of the district's commitment to safety and in accordance with regulations of the Commissioner of Education, the district will provide a safe school environment throughout this project. This will include an update of the school emergency plan to reflect any temporary exits or procedures needed as a result of the construction work at the school. Fire drills will be held to familiarize students and staff with any temporary exits. The construction area will be separated from occupied areas of the building, all kept to a minimum while the building is occupied. All applicable federal and stated rules and regulations will be strictly adhered to throughout the length of this project.

Specific questions or concerns about this project may be directed to _____ at _____ (telephone number).

Sincerely,

Building Principal

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