

Regulation

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy EE
Responsible Office: Chief Operating Officer

THIRD-PARTY IMPROVEMENTS TO SCHOOL PROPERTY

A. PURPOSE

To establish procedures for improvements or changes to Board of Education of Anne Arundel County (Board) property proposed by third-party individuals/groups and to ensure that any improvements or enhancements are done in a manner that supports the school's programs, activities, and long-term facility operations and safety.

B. BACKGROUND

From time to time, schools receive requests for third-party improvements from individuals, parent groups, firms, organizations, and other third parties not under the supervision and control of the Board.

C. DEFINITIONS

1. *Improvement Project* means work which will add to or alter existing buildings and grounds owned or leased by the Board. It includes, but is not limited to, additions, renovations or changes to buildings, equipment, technology, landscaping, signs, lighting, fencing, drainage systems, paint, wall coverings and floor coverings.
2. *Third party* means individuals, parent groups, firms, organizations and others not under the supervision and control of the Board.

D. PROCEDURES

1. All improvement projects having a value of \$25,000 or more shall require Board approval prior to commencement.
2. For those improvement projects valued at less than \$25,000, the Superintendent or Superintendent's designee shall carry out a preliminary evaluation of all proposals. If the preliminary evaluation reveals no impracticality in the proposal, he/she shall arrange to assist the petitioners in completing the appropriate supporting documentation necessary to ensure compliance with the requirements outlined below. The Superintendent or his designee shall maintain records/list of

all third-party projects valued at less than \$25,000 for inspection by the Board and public.

3. Upon learning of a proposed improvement project by a third party, and granting preliminary concurrence, the school principal or designee, or other administrator in charge of the affected property, shall immediately submit a Major/Minor Work Request to the Facilities Division. The following information shall be provided to obtain concept approval:
 - a. A statement of the purpose and functionality of the improvement, including appropriate background data and setting forth the scope of the proposed work and the value to the school or property.
 - b. A letter of support from the principal, and the parent-teacher organization, and, if applicable, the school's Citizen Advisory Committee. This letter shall state concurrence with the proposed improvements. Additionally, the letter shall state the impact, if any, upon the educational process and/or the capacity of the school.
 - c. All preliminary sketch plans showing dimensions, elevations, type of construction or site improvement, and site location and correspondence, and other written materials provided by the third party.
 - d. An estimate of the time to complete the improvement after receiving approval to proceed.
 - e. An estimate of the improvement cost, including the source of all funds, labor (including donated labor) estimated to accomplish the improvement, and materials. Include source(s) of donated labor; i.e., private contractors, booster club members, students, etc.

4. Upon concept approval, the Facilities Division shall:
 - a. Review the proposed improvement plan to ensure that it has educational value, will enhance the school learning environment, will meet all code requirements, including, where required, stamped specifications and drawings, and will not require excessive maintenance or other expenditures by the school system over its expected life. Approval and/or required changes shall be provided in writing to the sponsoring third-party through the requesting principal.
 - b. State the requirement to obtain building permit(s) and regulatory agency inspections. No work shall be performed on any Board property without the required permit(s). If drawings are required, the sponsoring third party will provide as-built drawings to the Facilities Division at the completion of the work.

- c. Provide construction monitoring and advisory services to the third party over the duration of the construction project.
5. The Director of Facilities will carry out a preliminary evaluation of all proposals. If the Director's preliminary evaluation reveals no impracticality in the proposal, the Director will respond to the initial request, identifying the principal point of contact for the improvement project. The point of contact will meet with the school principal and the third-party representative to assist them in completing the appropriate requirements necessary for Board concept approval.
6. The sponsoring third party shall be responsible for properly designing the proposed improvement to include all site-related issues. Where appropriate, the drawings and specifications for the proposed work shall be completed and sealed by a registered design professional and shall be in compliance with generally accepted design practice, guidance received from the assigned staff project manager, and all applicable building and fire safety codes of Anne Arundel County or the City of Annapolis.
7. **Playground Equipment:** Prior to selection, purchase, and installation, a third party desiring to purchase and install playground equipment for a school must obtain the approval of the school principal, the Division of Curriculum and Instruction, the Athletics and Extra-curricular Programs Office, and the Facilities Division, which will appraise the proposal from the standpoint of educational value and safety. The proposal must also include the location on the school property where equipment is to be installed.
 - a. The installation of approved playground equipment purchased by a parent-teacher organization or any interested third party must be accomplished by approved installers. Prior to installation, the installer shall provide drawings, specifications, insurance certificates, warranties, and all other pertinent information to the Facilities Division for approval. The Facilities Division shall inspect all work performed by the installer to ensure the quality of workmanship, and shall accept or reject all work upon completion.
8. An improvement project shall not begin until the following conditions have been satisfied and the improvement project is authorized in writing by the Director of Facilities or designee:
 - a. The construction drawings and specifications are completed and prepared for issue to contractors for bidding or negotiations.
 - b. The construction drawings and specifications have been reviewed and approved by the Facilities Division.
 - c. The Director of Facilities or designee receives letters from the principal, parent-teacher organization and, if applicable, the school's Citizen

Advisory Committee. These letters shall state concurrence with the construction plans as drawn. Additionally, the letter from the principal shall state the impact, if any, upon the educational process and/or the capacity of the school.

- d. Certification is provided indicating that all staff comments have been incorporated or explaining why a comment was not incorporated.
 - e. Documentation is provided demonstrating that the plans have been reviewed by the Anne Arundel County Permit Application Center and the necessary permits have been issued.
 - f. Documentation is provided demonstrating that a digging permit, if required, has been issued by the Facilities Division.
 - g. The sponsoring third party has signed the appropriate right-of-entry, hold-harmless agreement, and insurance agreement with the Board. Assistance in compiling these documents is available through the Facilities Division.
 - h. The improvement project shall be subject to inspection by the Facilities Division and the appropriate regulatory agency within Anne Arundel County. Copies of all County inspection reports and stickers shall be forwarded to the Facilities Division as appropriate.
9. The improvement or construction shall be used or occupied only after all of the following conditions are met:
- a. Lien releases are received from the contractor and all subcontractors;
 - b. An occupancy permit and/or final inspection certificate has been issued by Anne Arundel County; and
 - c. The Director of Facilities or designee has approved the project's conformance to the approved plans and specifications.
10. Upon completion of work, final inspections shall be conducted by the third party, the Facilities Division, principal, and county inspectors, if appropriate. The completed improvement shall be formally accepted in the form of a signed document transferring the work to Board ownership. Signatories shall be the Superintendent or Superintendent's designee and the responsible person representing the third party.

Regulation History: Developed by Superintendent 5/11/11
Reviewed by Board of Education 8/17/11
Issued 8/17/11

Note previous regulation history: Replaces Regulation 704, adopted 1/23/02; Policy 704.1: adopted 6/6/73 and revised 1/20/93