



Superintendent's Circular

NUMBER:
FMT-03
Version 01

RENOVATIONS TO SCHOOL BUILDINGS AND YARDS – EXTERNAL FUNDING

*This Circular will remain in effect unless rescinded or superseded
by a subsequent version.*

To guarantee that all work performed on School Department property conforms to district standards, building and life safety codes, and other requirements, the following procedure has been established for external funding sources, particularly those that are not processed through the PeopleSoft Financial System, i.e., Boston Educational Development Foundation (BEDF).

RENOVATIONS VS. REPAIRS

The following table lists projects that fall under the category of a renovation or a repair or maintenance, as well as the sequence to follow for each:

Renovations		Repairs & Maintenance	
Type	Process	Type	Process
<p>Major renovations or improvements</p> <p>Alterations that are required due to programmatic changes</p> <p>Alterations of existing spaces (wall up/wall down)</p> <p>Toilet room renovations</p>	<p>Submit a REQUEST FOR SPACE MODIFICATIONS</p>	<p>General repairs (i.e., broken glass, broken locks/hardware, graffiti, leaks from plumbing or roof)</p>	<p>Submit a WORK REQUEST</p>

To properly plan resources and budget, requests for renovations for the coming school year must be initiated by the requester by no later than December 1 of the previous school year. Requests received after this deadline may not be approved.

Requests for renovations or alterations to school buildings and yards must follow the sequence outlined below:

1. Complete the form.
2. Submit a request through Asset Essentials; choose 'Modification of Space' as the work type and attach the form to the work order.
3. A confirmation of receipt is sent to the person submitting the request.
4. Form and Asset Essentials request are reviewed by a cross-functional team to determine next steps:
 - a. Planning and Analysis verifies that the request is in alignment with current and future space requirements.
 - b. Finance determines that there are not financial issues or challenges for the request.
 - c. Facilities Management determines feasibility of requests only after steps 1 and 2 have been completed.
5. After the request has been reviewed, it will determine if and when the work can be completed.
6. A follow-up email will be sent to the school leader, requester, and school superintendent to provide status and timeline of request. *Please note: Not all projects will be approved.*
7. Once approved, Facilities Management will engage to establish a plan within the timeline identified.

Project requests that do not comply with this process will not be considered.

The Office of Facilities Management / Planning & Engineering must review and approve all plans for improvements to any school buildings and yards.

EXTERNAL FUNDING

It also strongly recommended that a school communicate with the Director of Facilities Management prior to submitting grant funding applications, or seeking any other material support that may require alterations and/or additions to a schools' facilities. Applicants should first receive acceptance from the director of Facilities Management of Facilities Management's willingness to participate in implementation contingent on the school's successful grant application/funding etc. Principals/heads of school, and community school directors must include the director of Facilities Management in the drafting of plans that would require any form of alteration, addition, repair, and/or connections to any building services or location on the property of the school. The director of Facilities Management will submit the plans, specifications, and/or product data to the appropriate Planning and Engineering staff for review and approval of all proposed plans, specifications, product data, warranties, and/or maintenance agreements.

This process will ensure that there is a thorough review of the proposed renovation, alteration, addition, repair, and/or connection to existing building systems, including the materials used, quality of workmanship, fairness in pricing, and contractors ability to complete the proposed project; and that the contractor performing the work has the proper insurance coverage (including but not limited to Worker's Compensation, General Liability, and Property Damage).

A Request for Facilities Improvement Form (Attachment A) should be filled out and forwarded to Planning & Engineering, 1216 Dorchester Avenue, Boston, MA 02125. No work will proceed without the final approval of the Office of Facilities Management/Planning and Engineering Division.

[Request for Space Modification Form](#)

For more information about this circular, contact:

Owner:	Executive Director of Facilities
Department:	Facilities Management
Mailing Address:	1216 Dorchester Avenue, Dorchester, MA 02125
Phone:	617-635-9170
Fax:	617-635-9252
Email:	<u>Operations-Department-Heads@bostonpublicschools.org</u>

Mary Skipper, Superintendent

ATTACHMENT A

**OFFICE OF FACILITIES MANAGEMENT
REQUEST FOR FACILITIES IMPROVEMENT**

Date: _____

School: _____

Address: _____

Contact: _____

Telephone: _____

Project Title: _____

Funding Sources: _____

Budget Year _____ Org. _____ Fund Code _____

Program Account _____ Sub Class _____ Proj./Grant _____

Expense Object _____

Proposed Implementation Date: _____

Project Description and Justification (*attach a sketch*):

Please return this form to:

Brian Forde, Executive Director

Office of Facilities Management

1216 Dorchester Avenue

Dorchester, MA 02125

(For Planning & Engineering Use Only)

PROJECT COST ESTIMATES:

A. OPM Fee (projects over \$1,500,000): _____

B. Design Fee (if needed): _____

C. Construction Costs: _____

D. Contingency (A+B+C x 15%): _____

TOTAL COST (A+B+C+D): _____

ESTIMATED PROJECT TIMELINE:

Owner's Project Manager Selection: _____

Submit CB-04: _____

Advertise RFP: _____

RFP Due: _____

Interviews: _____

Award: _____

Designer Selection: _____

Submit CB-04: _____

Advertise RFP: _____

RFP Due: _____

Interviews: _____

Award: _____

Bidding & Construction:

Advertise Filed Sub Bids: _____

Advertise General Bids: _____

Filed Sub Bids Due: _____

General Bids Due: _____

Award Contract: _____

Construction Start: _____

Completion Date: _____

MAINTENANCE PLAN:

Required Annual Maintenance: _____

Costs: _____

Maintenance Schedule: _____

Prepared by: _____ Date: _____

Approved by: _____ Date: _____