

Policy Code: 9020 Facility Design

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 that are energy efficient and compatible with the surrounding environment. School buildings also shall be planned to the extent feasible for maximum use by the community and for providing extended services to students.

The superintendent is responsible for overseeing the design of facilities that have been identified in the Capital Investment Plan and have been approved for funding. New or renovated facilities must be designed to meet the Orange County School Facility Construction Standards, insurance and legal requirements including standards for accessibility and use of facilities by persons with disabilities. Plans must also take into consideration the facilities guidelines developed by the North Carolina Department of Public Instruction. The State Department of Public Instruction Division of School Planning shall review and approve design drawings and specifications. The superintendent shall utilize services of outside professionals, including architects and other consultants, in the facility design and construction. Any contract for professional services must (1) be reviewed by the board attorney, (2) be approved by the board, with the exception of contracts up to \$90,000 for goods and services as stated in Policy 6420, and (3) meet any applicable board policies. (See policy 9110, Selection and Use of Architects and Engineers.) The superintendent also shall involve school staff, parents, students, and other appropriate community members in the design of school buildings. The superintendent shall update the School Board on design progress.

Before investing any money in the construction of any new building, or when using any state money for the erection, repair, or equipping of any building, the superintendent must submit the plans to the State Board for review and comment and must review the plans based upon a consideration of the comments received.

Plans for science facilities in new middle and high schools are subject to approval by the State Board of Education in accordance with [G.S. 115C-521](#)(c1) and State Board of Education policy.

Education Specifications Committee

The superintendent shall form a committee to develop educational specifications for new facilities. The committee shall be comprised of school district personnel, parents, students when appropriate, community representatives, a representative appointed by the County Commissioners, and building design professionals. The board encourages the committee to collaborate with the Parks and Recreations Departments of the towns of Chapel Hill and Carrboro early in the design process.

The board requires the superintendent, with guidance from the educational specification committee, to develop a set of comprehensive educational specifications for the architect. The educational specifications, which shall be discussed in conferences with the architects, shall include:

- information concerning the plan of school organization and estimated enrollment in the proposed building;
- a description of the proposed curriculum and the teaching methods and techniques to be employed;
- a schedule of space requirements, including an indication of relative locations of various spaces;
- a desired layout of special areas and the equipment needed for such areas;
- an outline of mechanical features with associated life cycle cost analysis data and special

finishes desired;

- applicable energy efficiency standards and guidelines; and
- a description of standard codes and regulations (school district, city, county and state) affecting planning.
- conformity with Orange County's School Facility Construction Standards.

Superintendent Reports and Board Approval

The superintendent shall report periodically to the board on the development of facility plans. The superintendent also shall report on the State Board's review of facility plans conducted pursuant to [G.S. 115C-521](#)(c) and this policy and shall specifically address any concerns noted by the State Board. The board shall give final approval of facility plans before investing money into new buildings or renovations.

Legal Reference: [29 U.S.C. 794](#)(b); [34 C.F.R. pt. 104](#) (subpt. C); [42 U.S.C. 12101 et seq.](#); [28 C.F.R. pt. 35](#) (subpt. D); [G.S. 115C-204](#), [-521](#); [133, arts. 1](#) and [3](#); State Board of Education Policy [SCFC-005](#); State Board of Education Policy [SCFC-003](#), *North Carolina Public School Facilities Guidelines*, available at <https://www.dpi.nc.gov/districts-schools/district-operations/school-planning/project-planning#building-design>; State Board of Education Policy [SCFC-006](#), *Procedures Manual: Public School Building Capital Fund*, both available at <https://www.dpi.nc.gov/districts-schools/district-operations/school-planning/capital-funding>

Cross Reference: Contracts with the Board (policy 6420), Selection and Use of Architects (policy 9110)

Other Resources: North Carolina Department of Public Instruction School Planning Publications, available at <https://www.dpi.nc.gov/districts-schools/district-operations/school-planning>

Adopted: 8/19/99

Revised: 5/21/2015, 12/15/16, 5/1/17, 5/4/21, 11/30/2023(m)

Chapel Hill-Carrboro Schools
