

SECTION F FACILITIES DEVELOPMENT

F-0050 **AUSD10** FA FACILITIES DEVELOPMENT GOALS / PRIORITY OBJECTIVES

Priority in the development of facilities shall be based on identified educational needs and on programs developed to meet those needs.

The Board establishes these broad objectives for development:

- Schools that house the educational programs must be adequate, safe, healthful, and attractive.
- Schools must be planned, arranged, equipped, and sufficiently flexible to facilitate the achievement of curriculum objectives and changes.
- School and site design must contribute to the occupants' and community's sense of values from practical as well as aesthetic points of view.
- A long-term plan for school construction supportive of the school program must be developed and maintained.

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LEGAL REF.: A.R.S. 15-341

15-342

15-2002 *et seq.*

15-2031

**F-0100 [AUSD10](#) FAA
EVALUATION OF FACILITIES PLANNING AND DEVELOPMENT**

Evaluation Existing Buildings

All existing school facilities will be evaluated periodically for their spatial, thermal, visual, audio, and aesthetic requirements in terms of the desired educational programming, and existing school facilities shall also be evaluated to determine their compliance with current state and federal laws and regulations governing the education of all students, including disabled students.

In addition to the inspections provided by other District personnel, planning for major rehabilitation and remodeling will be incorporated in the school facilities master plan on a scheduled basis.

Determining Extent of New Construction

The extent of new construction shall be determined by the increase in enrollment, by adopted pupil-teacher ratios, by changing educational programs, by the condition of existing facilities, and within the present and projected budgetary limitations.

The extent of new construction shall be determined, in part, by the following:

- Size, capacity, and number of buildings shall be determined by the enrollment and intended use, both current and anticipated.
- Enrollment information shall be obtained from county agencies, the central administrative staff, and the school administration.
- Educational programs shall be prepared first and then accommodated by the architectural design.
- Special and community use of facilities shall be considered and provided for to the extent approved by the Governing Board.
- New construction shall be provided when modification or expansion of existing facilities is not feasible.
- Changes or additions may result from revised pupil-teacher ratios.
- As governed by Arizona State law, new construction shall be with voter approval.

Patterns of Participation

The Superintendent and the administrative staff shall involve both the employees and the public in the planning of new construction. In addition, the use of outside educational consultants is encouraged whenever such special expertise would augment school system personnel.

Involving the Staff

The Superintendent shall determine an appropriate level of employee participation in all building projects of the District. When the proposed construction pertains to an existing school, employee participation will be obtained primarily from that school. When the proposed construction is for a new school, the representation will be District-wide.

Upon approval of any project, the director of physical resources:

- Will ensure that those affected by the project will have input before the project begins and consultation at appropriate stages throughout the development of the project.
- In consultation with involved personnel, will establish a time line for the completion of the project.
- Will ensure that timely planning involving those impacted by the construction schedule takes place in order to avoid, to the extent possible, conflict between school or department activities and construction processes.

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**F-0150 [AUSD10](#) FB
FACILITIES PLANNING**

School District Facilities Master Plan

A school district facilities master plan will be maintained and kept up to date. The school district facilities master plan will reflect the needs of current instructional procedures and projected educational programming. The master plan will incorporate population projections, enrollment projections, site acquisition needs, school plant placement, and determination of financial needs for providing the necessary school facilities.

Determining Needs

The significance of providing school facilities that enhance the District's educational program is recognized by the Governing Board. To assure a comprehensive approach to projecting and planning needs, at least the following aspects of need will be considered:

- ♦ The expanding and changing educational program of the District.
- ♦ Relations with the total community, and projected developments in those relationships over the years.
- ♦ Plant and site aesthetics as they affect the education of pupils and feelings of people about their schools.
- ♦ Changing make-up of our population as to age distribution, educational levels, and the like.
- ♦ Community planning and zoning.
- ♦ Financial ability of the School District.
- ♦ Safety and welfare of pupils.
- ♦ Relationship between the projected new facilities and those already in existence.
- ♦ True economy reflecting full value for each tax dollar expended.

The Superintendent is directed to establish such administrative arrangements as the Superintendent may consider necessary to determine such needs. In so doing, a wide range of resources may be drawn upon, including the area utility,

commercial, industrial, and governmental entities, as well as the District staff and educational consultants.

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FACILITIES PLANNING

CONSTRUCTION

Planning check list for the development of individual projects

- ♦ Determine educational philosophy.
- ♦ Determine educational program.
- ♦ Identify facility needs.
- ♦ Assign priority to each need by school and by total School District.
- ♦ Assemble priority needs into a list.
- ♦ Visit school and determine extent of work listed.
- ♦ Meet with architect, principal, and others at school.
- ♦ Select site (if necessary).
- ♦ Program:
 - Site.
 - Budget.
 - Spaces.
 - Equipment.
- ♦ Staff revision of educational specifications.
- ♦ Review revised educational specifications with the Superintendent and consultants.
- ♦ Preliminary drawings completed.
- ♦ Preliminary drawings reviewed by principal and consultants.
- ♦ Revise preliminary drawings.
- ♦ Preliminary drawings reviewed by:

- State, county, and city offices as required.
- School Governing Board review (informal).
- School Governing Board review (formal).
- ♦ Compare educational specifications with emerging plans.
- ♦ Development of working drawings.
- ♦ Working drawings reviewed by principal and consultants.
- ♦ Revise working drawings.
- ♦ Working drawings reviewed by:
 - City, county, and state officials as necessary.
 - School Governing Board review (informal).
- ♦ Approval by the Governing Board (formal).
- ♦ Advertise for bids.
- ♦ Bids received.
- ♦ Bids approved by the Governing Board. Note: Bids must include the following items:
 - Performance bond.
 - Labor and materials bond
 - Power of attorney by bonding company.
 - Corporate resolution authorizing signer of contract.
 - Prevailing wage scale.
 - Liability insurance.
 - Worker's compensation insurance.
 - Course of construction property insurance.
- ♦ Work start or ground breaking.

- ♦ Work in progress with periodic reviews.
- ♦ Governing Board inspection and acceptance as substantially complete.
- ♦ Project occupied by owner.
- ♦ Dedication.

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FACILITIES PLANNING

(NEW CONSTRUCTION)

FLOW CHART FOR DEVELOPMENT OF INDIVIDUAL PROJECTS

Adopted: date of manual adoption

**F-0200 [AUSD10 FBA](#)
PLANNING ADVISORS**

Involving the Public

New educational programs and/or innovations to educational methods that require the construction of new facilities or the alteration of present facilities, as well as proposed new construction, shall be discussed in public at regular Governing Board meetings and/or with local citizen groups or selected committees.

Using Educational Consultants

The Governing Board recognizes the complexities of providing physical facilities for a dynamic educational program in a rapidly growing community. Consultants and other appropriate resource personnel from state agencies, colleges, universities, planning laboratories, and consulting firms may be used to augment school system personnel when needed and authorized by the Superintendent.

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PLANNING ADVISORS
(INVOLVING THE PUBLIC)

Committees may be appointed by the Governing Board to study specific areas of educational interest or planning.

Meetings shall be scheduled as necessary to permit the public to present their views on matters affecting their particular community or school.

Central administrative staff members shall be available on request to supplement the Governing Board during public presentation of matters involving educational planning.

Visual aids, consisting of drawings, sketches, renderings, models, maps, charts, and other statistical presentations, shall be provided for use at public meetings.

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**F-0250 [AUSD10](#) FBB
ENROLLMENT PROJECTIONS**

Enrollment forecasts shall be prepared under the direction of the Superintendent, utilizing current enrollment information supplemented with data furnished by the county planning office and other appropriate source data.

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F-0261 **AUSD10** FBB-R
ENROLLMENT PROJECTIONS

Sources of information to be utilized in forecasting enrollment may include the following:

- ♦ Public facility plan projections.
- ♦ Periodic student census.
- ♦ Principals' reports of current and projected enrollment.
- ♦ Review and evaluation of proposed rezoning.
- ♦ Review of approved building permits.
- ♦ Information submitted by builders and developers.
- ♦ Reports indicating anticipated and approved number of dwelling units resulting from submitted site plans.
- ♦ Pima County and state of Arizona birth data.

Adopted: date of manual adoption

**F-0500 AUSD10 FD
FACILITIES FUNDING**

Financing

The financing of construction projects includes cost estimates, method of financing, payment schedules, and effects on the tax rates. The Superintendent and any designated representatives will explore alternatives and methods of financing for each project and make appropriate recommendations to the Governing Board.

Methods of Financing

Construction projects may be funded from bond funds, capital outlay funds, or levy funds. Usually, smaller projects will be funded from capital outlay or levy funds and large projects will be funded from bond funds.

The use of bond funds implies previous long-range planning. Bond issues, when presented to the voters, should include detailed descriptions of the projects to be financed with the bond proceeds.

The bonded indebtedness of the District is currently limited to 30 percent of the assessed valuation of the District.

If bond issues are necessary in connection with a construction project, such elections and issues will be conducted strictly in accordance with state law. Capital outlay and levy projects usually will be contained within one budget year. Such methods of financing will be used to complete projects designated by the Governing Board in the budget planning process. A list of such projects for study by the Governing Board will be developed with input from employees and administrators.

Tax Levies

The impact on the tax rate of each construction project will be determined, and such information will be made available to the Governing Board for use in planning and public discussion.

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F-0650.1 0650 AUSD10 FEA
EDUCATIONAL SPECIFICATIONS FOR CONSTRUCTION

Formulating Educational Programs

Formulating educational programs shall be the general responsibility of the Superintendent and the Superintendent's staff, augmented by recommendations of selected educational program committees.

Planning for new school construction shall incorporate program recommendations, as approved by the Governing Board. Flexibility shall be maintained to accommodate anticipated changes in the educational program.

Developing Educational Specifications

To ensure that facilities being planned are designed to best implement the educational program, the Superintendent will provide for the establishment of educational specifications to apply when planning and building school facilities. The educational specifications will include at least the following:

- ♦ Description of the pupils to be housed (e.g., age level, level of intelligence, physical normality or abnormality).
- ♦ The kinds of educational activities to be carried on (e.g., vocational, heavy emphasis on typing, or science or rehabilitation).
- ♦ The kinds and amounts of furniture and equipment needed.
- ♦ The relationships among areas of plant and site (e.g., band room and library; playing fields and locker rooms; front office and general school control).
- ♦ Special site considerations of aesthetics, traffic patterns, cooperative community use, and the like.
- ♦ Any other kinds of unique information that will give guidance to an architect in arriving at a solution.
- ♦ Number, approximate size, and any special requirements of classrooms and teachers' work stations.

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LEGAL REF.: A.R.S. 34-441

34-442

34-443

34-444

15-2001 *et seq.*

34-461(A)(B)(C)

41-1492 *et seq. et seq.*

41-2163(B)

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities
Education Act

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

42 U.S.C. 12101 *et seq.*, The Americans with Disabilities Act

F-0700.1 0700 AUSD10 FEB
ARCHITECT / ENGINEER / CONSTRUCTION MANAGER

Professional Services

The Board will appoint certified architects and engineers for professional services as required by building programs.

Architect

The Superintendent's best efforts shall be used to recommend to the Governing Board the selection of an architect capable of successfully carrying out the construction program. In addition, a contract with the architect shall be established carefully describing the required services and fees.

Selection. After the development of criteria for the evaluation of architects, the Superintendent or designee shall:

- ♦ Seek bids from architects, if required by law.
- ♦ Review bids and/or proposals received from architects.
- ♦ Recommend to the Governing Board a list of qualified architects.
- ♦ Provide to the Governing Board the information necessary to review and appraise the list of architects submitted to the Board.
- ♦ Recommend to the Governing Board specific architects or architectural firms for each project from the approved list.

Services . The architect shall:

- ♦ Develop appropriate designs for facilities that meet the educational needs of the District and satisfy the budgetary constraints established by the Governing Board.
- ♦ Prepare feasibility studies for additions, alterations, or renovations to existing buildings.
- ♦ Provide consulting services on technical matters or in support of legal proceedings or public hearings.
- ♦ Arrange for the technical services required by the owner/architect agreement.

- ♦ Provide such other services as required by the Governing Board in accordance with the owner/architect agreement.

Contract. A separate contract shall be signed for each project with the architect selected by the Governing Board. The contract shall incorporate District requirements, procedures, and specifications binding upon the architect in the performance of the contractual obligations.

Fees. The architect's fee shall be established by the governing board based on the type of services to be rendered and conditions involved.

Engineer

Outside professional engineering services shall be employed whenever District employees lack the expertise to make the engineering judgments and determinations necessary for any given project.

Selection. Services provided by the engineer usually will be upon the recommendation of an architect, after bids are submitted if appropriate. If no such recommendation is possible, the selection procedure shall be the same as for an architect.

Services. The engineer shall:

- ♦ Develop appropriate designs of required facilities within the budget of the Governing Board.
- ♦ Prepare feasibility studies of specialized systems.
- ♦ Provide consulting services on technical matters, or in support of legal proceedings or public hearings.
- ♦ Provide technical services included in the owner/engineer agreement.
- ♦ Provide other services requested by the Governing Board within the scope of the owner/engineer agreement.

Contract:

- ♦ There shall be a written contract entered into between the Governing Board and the engineer, which shall, among other things, define the services to be rendered.
- ♦ The Governing Board, at its option, may require legal review.

Fees. Agreed fees shall be paid in accordance with the owner/engineer agreement upon submission of invoice to and approval by the Superintendent or designee.

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ARCHITECT / ENGINEER / CONSTRUCTION MANAGER

Selection of Architect and/or Engineer

Procedures for selections of architects and/or engineers include the following:

- ♦ Architects and/or engineers shall submit confidential proposals in response to a "Request for Qualifications" prepared by the District.
- ♦ Personal interviews may be conducted with architectural and/or engineering firms during selection consideration.
- ♦ Projects that have been designed by the firms under consideration may be visited to obtain additional background information.
- ♦ Other clients and contractors may be contacted to further supplement the information available relative to a firm under consideration.
- ♦ List of recommended architects and/or engineering firms shall be submitted to the Governing Board for selection and appointment.
- ♦ Preference may be given to firms whose principal owners have demonstrated history of close personal supervision of construction projects.
- ♦ Recommendations will be made to the Governing Board, which will approve the selection(s) of the most qualified firm(s).
- ♦ The associate superintendent for budget and finance shall notify the architects and/or engineering firms of their appointment and prepare an owner/architect agreement.

Services

Engineer. The engineer shall be responsible for providing the following services:

- ♦ The engineer shall consult and confer with the associate superintendent of district operations to determine the scope of the project, functions desired, budget and time limitations, and such other special or unusual conditions as may require consideration during the design stage.
- ♦ The engineer shall obtain data from all sources, including manufacturers, to supplement the information available for design purposes.

- ♦ The engineer shall prepare and submit preliminary drawings and layouts, for review by the associate superintendent of district operations and such other regulatory agencies as required.
- ♦ Final drawings and specifications shall be prepared for review by the associate superintendent of district operations and regulatory agencies, including but not limited to county plumbing department, county electrical department, county public works department, department of highways, and adjoining or other local jurisdictions.
- ♦ Plans shall be coordinated with and/or reviewed by all affected utility companies or agencies, both governmental and commercial.
- ♦ The engineer shall provide documents for bidding purposes.
- ♦ The purchasing agent shall receive bids and conduct bid openings.
- ♦ The associate superintendent of district operations will prepare the owner/contractor agreement for execution by all parties.
- ♦ The engineer shall provide engineering supervision on the project and conduct periodic and final inspections.
- ♦ The engineer shall review, evaluate, and approve shop drawings, equipment brochures, and samples.
- ♦ The engineer shall evaluate substitute submittals and make recommendations to the associate superintendent of district operations.
- ♦ The engineer shall conduct tests and evaluate test reports to ensure conformance with contract documents.
- ♦ Contract documents, plans, specifications, supplementary drawings, and clarifying details shall be furnished as provided for in the owner/ engineer agreement.
- ♦ The engineer shall process requests for partial payment, change orders, and final payment.
- ♦ The engineer shall provide all such other services as required by the owner/engineer agreement or subsequent agreement.

Contracts

Architect:

- ♦ The Superintendent or designee shall prepare the owner/architect agreement (suggest A.I.A. form, current edition).
- ♦ The agreement shall be executed by the principal(s) of the architectural firm.
- ♦ The agreement will be executed by the associate to the superintendent for district operations, with assistance from the director of physical resources.
- ♦ The contract shall name the project(s), describe the services to be performed, the fee to be paid, the manner of payment, and such other conditions as have been mutually agreed upon between the Governing Board and the architectural firm.
- ♦ The contract shall require that responsibility for design errors or other architectural errors in the project(s) is that of the architect, and costs for correcting these errors shall be born by the architect.

Fees

Architect:

- ♦ Agreed to fees shall be paid in accordance with the owner/architect agreement upon submission of invoice to and approval by the Superintendent or designee.
- ♦ Fees for services beyond the scope of the owner/architect agreement may be paid only upon mutual agreement, which is reduced to writing and signed on behalf of both the District and the architect.

Engineer:

- ♦ Agreed fees shall be paid in accordance with the owner/engineer agreement upon submission of invoice to and approval by the Superintendent or designee.
- ♦ Fees for services beyond the scope of the owner/engineer agreement may be paid only upon mutual agreement, which is reduced to writing and signed on behalf of both the district and the engineer.

Adopted: date of manual adoption

**F-0850 [AUSD10](#) FEDA SITE PLANS
(SITE DEVELOPMENT)**

These procedures shall be followed in site development:

- ♦ The entire available area of a site shall be considered, for possible use for instructional, recreational, or traffic purposes.
- ♦ Consideration shall be directed to grading to achieve a balance of cut and fill to avoid removal of earth off site.
- ♦ Topsoil shall be saved and reused as appropriate.
- ♦ All drainage divides shall be honored.
- ♦ Driveways and parking spaces shall be provided. Parking spaces shall be provided for persons with disabilities. A driveway shall not encircle the school or serve as a pedestrian walk.
- ♦ The building shall be located in a site to provide for future expansion along logical and economical lines.
- ♦ The water main shall be installed for domestic and fire protection purposes.
- ♦ Sanitary sewer facilities shall be provided either on-site by use of an approved septic system or by connection to the city/county sanitary sewer system.
- ♦ An adequate storm sewer system for collection, transmission, and disposal of storm water shall be provided.
- ♦ Utilities shall be provided and extended as required by building needs.

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SITE PLANS
(LAND USE)

The developed school site shall provide, with limited maintenance, for the following operations:

- ♦ *Instructional:*
 - Space for the school plant and future additions.
 - Space for outdoor instruction, physical education, and recreation.
 - Outdoor circulation between separate instructional spaces such as shops, gymnasium, library, athletic field, and playgrounds.
- ♦ *Auxiliary:*
 - Outdoor circulation to toilets and drinking fountains, lunchrooms, places of assembly, bus loading area, parking areas, and to walks and roads away from the site.
 - Parking areas for buses, cars, of patrons, and staff members.
- ♦ *Service:*
 - Outdoor circulation to heating plant, lunchroom kitchen, and storage room.
 - Space for sewage disposal facilities.
 - Space for other utilities.
 - Parking for custodial and service vehicles.
- ♦ *Community:*
 - Some of the community needs may be provided for without enlarging school facilities. However, the following may affect the site planning:
 - ▲ Mass parking.
 - ▲ Nonschool use of shop facilities, playgrounds, athletic fields, toilets, library, places of assembly, and lunchroom.

- Schools shall be provided with play areas sufficient to accommodate the required quantity of game areas and equipment.
- Running tracks shall be considered for all secondary and intermediate schools.

Adopted: date of manual adoption

F-0900.1 0900 AUUSD10 FEDB
CONSTRUCTION PLANS

Building Design

In the design of any new school facility or the alteration of an existing facility, all state and federal laws and regulations shall be followed, including, but not limited to, federal laws and regulations requiring access to educational facilities by persons with disabilities.

It is important that, to the extent possible, the school be designed so that it is both functional and aesthetically pleasing. The ability of the school design to incorporate cost efficiency, for present and future needs, and to provide an environment that promotes education shall be design features sought by the District.

The Superintendent shall have the responsibility for presenting the Governing Board with building plans for its approval.

"As -Built" Drawings and Specifications

"As-built" drawings and specifications shall be prepared and presented to the District in accordance with the architect's or engineer's contract.

Preliminary Drawings and Specifications

Based on Governing Board approved educational specifications, the preliminary drawings shall be the first step in the development of the architectural drawings. This phase shall include a design project, which will identify the function of the facility, facilities required, and site location. The architect shall prepare line drawings illustrating the following:

- ♦ Site plan with building location.
- ♦ Floor plans to illustrate general room locations and overall dimensions.
- ♦ Exterior elevations.
- ♦ The total area of the building at this stage, with a cost estimate for construction.

Governing board approval of the preliminary drawings shall be necessary to proceed to the second phase, working drawings. Subsequent to this approval, the Superintendent or designee shall present, as necessary, the working drawings, specifications, and design project to the city or county authorities for review and approval.

Working Drawings and Specifications

Working drawings, to the extent practical, shall incorporate the following provisions:

- ♦ *Site plan:*
 - Building location.
 - Tentative finish grading.
 - Location of future additions.
 - Drives, parking areas (including capacities), and walks.
 - Special developed areas.
- ♦ *Floor plans:*
 - Room names, sizes (either dimensions or square-foot area), and capacities (gym, cafeteria, library, etc.)
 - Door swings.
 - Overall building dimensions.
 - Equipment (contract or by owner).
- ♦ *Exterior elevations (major):*
 - Preliminary fenestration and material indications.
- ♦ *Building sections:*
 - All major spaces (classroom, auditorium, gym, etc.), indicating roof shapes, ceiling heights, and floor level changes.
 - Important interior elevations, with indications for chalkboards, tackboards, and other similar items.
- ♦ *Outline specification and building description.*
- ♦ *Detailed equipment list.*
- ♦ *Cost data sheet:*

- Indicating the results of at least a semidetailed material quantity take-off.

- ♦ *Set of plans:*

- To include electrical, mechanical, lighting, plumbing.

- ♦ *Detail plans:*

- Generally, no detail drawings will be required, but large-scale, detail plans will be needed for kitchens or other complex area.

Subsequent to the Governing Board's approval, the working drawings package shall be presented to the city or county authorities for review and concurrence.

Detailed Drawings and Shop Drawings

In coordination with District administrators, the architect shall prepare detailed construction documents and specifications that will enable the project to be bid on the market.

Adopted: date of manual adoption

**F-0925 [AUSD10](#) FEDBA
EQUIPMENT AND FURNITURE**

Equipment and furniture lists shall be prepared for each construction project by the staff of the principal or the associate superintendent and with Governing Board approval and funding, presented to the purchasing agent for bidding.

Adopted: date of manual adoption

**F-1000 AU\$10 FEE
SITE ACQUISITION**

Selection of Building Site: New Subdivisions

The Governing Board believes that early and long-range planning is the wisest and best policy.

The Governing Board encourages and asks that provisions for school sites be included in the development of new subdivisions.

The Superintendent, working with the administrative staff and such other outside consultants as the Superintendent may desire, shall apply the Board's criteria in searching for new possible sites to recommend to the Governing Board.

The Governing Board believes that site selection and development should start from the premise that the school is an integral and inseparable part of the total community.

The manner and extent to which a site serves the District's educational needs should be considered as only one aspect of its adequacy.

The Superintendent is instructed to establish such criteria and procedures as are necessary to assure the citizens and Governing Board that the best possible sites are being acquired for the least expenditure of public funds.

Adopted: date of manual adoption

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SITE ACQUISITION

Subject to voter approval when necessary, property acquisition for school purposes shall generally proceed in the following manner:

- ♦ The property shall be appraised at current market value by a competent appraiser.
- ♦ Negotiations with the owner of the property shall be conducted, and one of the factors to be considered in reaching an agreed upon purchase price shall be the appraised current market value of the property.
- ♦ The purchase shall be consummated or condemnation proceedings shall be instituted.
- ♦ The property shall be cleared of all structures as needed.

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F-1050 AU\$D10 FEF
CONSTRUCTION COST ESTIMATES

Determination of Costs

A critical factor in the planning of new construction is the determination of costs. The services of architects and engineers and contractors will be utilized in providing accurate estimates of the costs of projects. Such estimates will be updated as new information becomes available until the bids are actually obtained. The Superintendent and any designated representatives will recommend alternates in bids to provide flexibility in controlling the costs of projects.

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F-1100 [AUSD10](#) FEG
CONSTRUCTION CONTRACTS BIDDING AND AWARDS

The construction of a project is deemed to begin when bids are solicited. Conclusion of construction occurs upon completion of all items on the punch list. It is important that construction result in safe, durable structures suitable for their intended purposes. The administration shall monitor the construction process.

The Governing Board shall review contracts for building additions, for new building constructions and equipment, for change orders, for site purchase, for the sale of bonds, and for the insurance coverage of District properties.

Adopted: date of manual adoption

**F-1200 [AUSD10](#) FEGB
CONTRACTOR'S AFFIDAVITS AND GUARANTEES**

The administration shall insist that the contractor and subcontractors shall be required to maintain safe working conditions at the project.

The contractor and all subcontractors shall be required to provide, in accordance with their contracts, all applicable insurance. Providing such insurance shall not relieve the contractor or subcontractor from any legal responsibilities.

The District may, at its discretion, procure additional insurance for its benefit to protect against liability it may incur during the construction project.

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**F-1250 [AUSD10](#) FEH
SUPERVISION OF CONSTRUCTION**

The architect shall provide primary supervision of the construction project. The contractor shall provide professional supervision during all phases of the construction project. The associate superintendent or designee shall make such inspections of the construction activities as deemed advisable to permit the writing of appropriate reports to the Superintendent.

Adopted: date of manual adoption

**F-1350 [AUSD10 FEJ](#)
CONSTRUCTION RECORDS AND REPORTS**

Adequate records shall be maintained by the Governing Board representative, architect, and/or engineer on all new construction as an aid to administration and as a history for maintenance purposes. Standard forms, reports, and all forms of correspondence shall be utilized to achieve this purpose.

Assembling and Preserving Important Documents

All documents pertaining to the planning and construction of the facility shall be preserved by the project manager during the one-year warranty period. Thereafter, facility documents will be transferred to the physical resources department, where they will be maintained. Subsequent changes to any facility shall be entered on the original plans, and any new drawings relating thereto shall be submitted to the district and filed and preserved in accordance with this policy.

Payments to Architects, Engineers, and Contractors

Payments to architects, engineers, and contractors will be made periodically during the course of construction and will depend upon percentage of completion. The architect will be responsible for determining and verifying the completion schedule and the amount due. The project manager and the associate superintendent will also routinely examine the progress of construction and verify the amounts due. In no case will final payments be made until the project has been accepted by the Governing Board.

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CONSTRUCTION RECORDS AND REPORTS

Records and Reports

The following list of records or reports shall be provided as required by contract requirements and will be maintained for information and record:

- ♦ Inspector's daily report (manpower, weather, program).
- ♦ Architect's or engineer's periodic report.
- ♦ Concrete tests.
- ♦ Compaction tests.
- ♦ Soil analysis reports.
- ♦ Gradation reports (soil, sand, subbase, base, and asphalt).
- ♦ Mortar test reports.
- ♦ Certified mill reports for steel.
- ♦ Certified tile reports.
- ♦ All tests and reports on materials.
- ♦ Load tests (piling, etc.).
- ♦ Shop drawings and brochures.
- ♦ Contractor and subcontractor approval (federal).
- ♦ Payroll record and affidavits.

The following will be maintained on file for record as required by regulations:

- ♦ Approved drawings and specifications.
- ♦ Administrative correspondence.
- ♦ Payment records.

- ♦ Bonds and certificates of insurance.
- ♦ Contracts and adjustments.
- ♦ "As-built" plans and record and information books.
- ♦ Guarantees and warranties.
- ♦ All other required legal papers.
- ♦ Any other report or test report required by the Governing Board.

Assembling and Preserving Important Documents

The contractor shall transmit to the architect or engineer all required drawings, brochures, documents, and related matter required by the contract documents for submission to the District records.

All documents assembled for record purposes shall be maintained in good condition, in reasonably secure storage, and accessible to authorized personnel.

Adopted: date of manual adoption

F-1400 ~~AUSD10~~ FF
NAMING FACILITIES

Due to the fact that there are many worthy individuals and requests from various sources requesting that various schools be named after said individuals and the District's inability to honor all of these requests, it is the desire of the Governing Board that naming of schools after individuals be discouraged.

Responsibility for making nominations of names for schools to the Governing Board will reside in a joint committee of the Governing Board, the professional staff, the students, and community representatives.

Naming of Facilities Within the School Site

Responsibility for making nominations of names for facilities within the school site to the Governing Board will reside with the Superintendent. The Superintendent will accept nominations from professional staff members, students, and community representatives. All nominations must have approval by the governance council of the school site.

Adopted: date of ~~manual~~Manual adoption

**F-1500 AU\$D10 FFB
NAMES ON PLAQUES**

**(Recording Names of Governing Board Members, Administrator, Architects, or
Builders)**

All major building projects will be identified by suitable plaque(s) identifying the project, year completed, the names of the architectural firm, general contractors, Governing Board members, and Superintendent at the time of the initiation of the project.

Adopted: **May 8, 2007** date of Manual adoption

F-1550 [AUSD10](#) FG
BOARD INSPECTION AND ACCEPTANCE OF NEW FACILITIES

Completed projects shall be inspected in accordance with the contract for architectural services. Administrative staff inspections shall include those conducted by the project manager, building principal, and other District personnel as appropriate to each project. Recommendations for acceptance of a project shall be made by the project manager to the associate superintendent.

Inspection by Architect and/or Engineer

The architect and/or engineer shall conduct inspections to determine the dates of substantial and final completion, and shall require the contractor to furnish all final inspection certificates or permit releases.

Acceptance of Completed Project

The Governing Board shall inspect each project prior to acceptance and occupancy.

If the governing board feels that the structure is ready for occupancy, it will accept the structure as "substantially completed" subject to punch list items.

Adopted: date of [manual](#)[Manual](#) adoption

F-1600 AUD10 FH
STAFF ORIENTATION ORIENTATION TO THE NEW FACILITIES
(TRAINING THE STAFF)

Staff training prior to the occupancy of a particular building shall be a part of the in-service training program. The training shall be directed by the appropriate supervisor, conducted by appropriate personnel, and coordinated with the associate superintendent or designee.

Adopted: date of manualManual adoption

F-1650 AUSD10 FI
PUBLIC DEDICATION OF NEW FACILITIES

When appropriate, the Governing Board and administration will conduct dedication ceremonies involving faculty and staff members, students, and interested citizens.

Adopted: date of ~~manual~~Manual adoption