

OE-13

***Policy Type: Operational Expectations*****Facilities**

The superintendent shall assure that physical facilities support the accomplishment of the board's **Results** policies, are safe and properly maintained.

The superintendent shall:

1. Develop a short- and long-term facilities plan based upon an ongoing annual needs assessment—establishing priorities for new facilities, additions, renovations, and sustainment projects that:
  - a. Assigns highest priority to the correction of unsafe conditions;
  - b. Proposes projects to increase the educational facility capacity at locations exceeding 100% utilization now and in the future;
  - c. Includes annual capital projects as necessary to enable facilities to reach their intended life cycles including fixed and non-fixed assets;;
  - d. Plans for and schedules facility replacements based upon the facility condition assessment and potential use;
  - e. Develops project management methodology including staffing, project delivery, contracting, and procurement processes;
  - f. Discloses assumptions on which the plan is based, including growth patterns and the financial and human impact individual projects will have on other parts of the organization;
  - g. Establishes expectations for maintenance and custodial services for all District facilities.
2. Upon approval of the short-term facilities plan, provide recommendations for Board approval based upon the educational specifications, delivery methods and local procurement code prior to issuing a Notice of Intent to Award:
  - a. Educational Planning – provide recommendations for Board approval of design professionals.
  - b. Design-Bid-Build – provide recommendations for Board approval of facility program/conceptual design, award of production architect contract, and award of contractor contract.
  - c. Construction Manager @ Risk – provide recommendations for Board approval of facility program/conceptual design, award of production architect contract, and award of contractor contract.
  - d. Design-Build – provide recommendations for Board approval of facility program/conceptual design and award of design-build team contract.
  - e. Indefinite Delivery – available for sustainment projects and must follow local procurement code with no action needed by the Board.
3. Provide quarterly updates on projects.

4. Establish a utility corridor through the design process and designate signing authority for utility easements.
5. Designate authority to negotiate land acquisitions and provide recommendations for Board approval.
6. Project life-cycle costs as capital decisions are made.
7. Assure that facilities are clean, sanitary and safe.
8. Develop and consistently administer facilities use guidelines delineating:
  - a. permitted uses;
  - b. the applicable fee structure;
  - c. clear user expectations, including behavior, cleanup, security, insurance and damage repair;
  - d. consequences and enforcement procedures for users who fail to follow the established rules.
9. **Ensure optimal utilization and follow District Attendance Line Re-Alignment Procedure.**

The superintendent shall not:

1. Authorize construction schedules and change orders that will significantly reduce quality.
2. Authorize change orders that cause the cost of construction projects to exceed the approved budget or that will be in excess of 5% of the awarded price for new construction and 10% for renovations.
3. Authorize changes in the approved facility scope that significantly increase or decrease approved square footage.
4. Unreasonably deny the public's use of facilities as long as student safety, student functions, and the instructional program are not compromised.
5. Fail to assure that any committees appointed to recommend school names understand that:
  - a. Final approval of school names, mascots and colors is the sole responsibility of the Horry County Board of Education;
  - b. Schools may not be named for individuals; and
  - c. Adjunct facilities, including athletic facilities, may be named for individuals as specified in district policy.

*Adopted: 06-04-07; Revised 10-24-11; 12-10-12; 01-14-13; 10-28-13; Revised 8-25-14*

**Monitoring Method:** *Internal report*

**Monitoring Frequency:** *Annually at Winter Retreat and Updates Quarterly*