

## **Consideration of Incorporating Technical Specification Guidelines into the Current Educational Specifications Document**

**Policy Reference:** OE-13: The superintendent shall assure that physical facilities support the accomplishment of the board's **Results** policies, are safe and properly maintained.

**Background Information:** The current Educational Specifications document was approved by the board in February 2013, and was created as "A Guide to the Planning and Design of Educational Facilities." In conjunction with this document, HCS staff was charged with maintaining a set of "Technical Specifications," which describe in explicit detail the materials, products, systems, models, manufacturers, etc., relative to new construction. Since there are literally hundreds of items that require a technical specification, we have found it insurmountable to accurately update model numbers, color names, manufacturers, code requirements, and the like. Therefore, in lieu of maintaining our own extensive library, staff believes the same information regarding the district's intent for quality, detail, system requirements, etc., can be as accurately conveyed to designers through a "Design Guidelines" section added to the Educational Specifications document. Designers will then have the responsibility to create technical specifications that incorporate the district's preferences, and maintain up-to-date product information. This is a typical industry service and will not increase costs to the district.

**Purpose:** To provide a single comprehensive document to guide designers in creating plans for the district.

**For additional information:** Contact Mark Wolfe 843-488-6967 or Daryl Brown 843-488-6774.

### **Recommended Action:**

Allow staff to begin writing a design guidelines document for board approval that will be added to the Educational Specifications and to discontinue management of the technical specifications library.

**Estimated Project Cost:** None

Recurring  Non-recurring   
Funding Sources: N/A

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