

GENERAL REQUIREMENTS AND PROCEDURES FOR SCHOOL-INITIATED PROJECTS

**STEP 1: PRE-PROJECT MEETING**

1. Meeting attendees shall include, at a minimum:
  - a. Requestor
  - b. Principal and/or Area Superintendent
  - c. Building Official
  - d. Area Fast Team Supervisor
2. Meeting Agenda shall include, at a minimum:
  - a. Summary of proposed project
  - b. Proposed source(s) of funding
  - c. Preliminary review of available design drawings and/or documents
  - d. Determination of requirement for Project Manager, Architect/Engineer and/or Contractor
  - e. Discussion of project evaluation and approval criteria
  - f. Purchasing requirements for approval (633-1000 ext 645)

**STEP 2: "PARTNERSHIP AGREEMENT"**

1. The Requestor is responsible for providing all information required by the *Agreement*.

NOTE: Partnership Agreements involving specialty areas (e.g., applied technology, music) require an attached memorandum with supporting input/comments from a subject matter expert.

Donated labor and materials must be identified.

Additional supporting documents (e.g., preliminary design drawings) may be provided as attachments.

2. The Requestor is responsible for obtaining approval signatures in the following order:
  - a. Principal
  - b. Area Superintendent
  - c. Director - Purchasing
  - d. Director - Plant Operations and Maintenance
  - e. Director – Planning and Project Management
  - f. Assistant Superintendent - Facilities Services
  - g. Director - Risk Management (for PTA, PTO, Booster Club, and Volunteer projects only)
  - h. Superintendent
  - i. Building Official
3. The Requestor is responsible for delivering the original copy of the fully approved Agreement to:

David W. Sterphone, Building Official  
Facilities Services - Code Compliance Office  
School Board of Brevard County  
1254 S. Florida Avenue  
Rockledge, FL 32955-2440

**STEP 3: DESIGN, INSURANCE/INDEMNIFICATION, PERMITTING AND CONSTRUCTION**

1. Upon final approval of the *Partnership Agreement*, a fully funded project may be turned over to the Director of Plant Operations and Maintenance or Director of Planning and Project Management for execution. If the school chooses to execute a project on its own (subject to approval by the Building Official), the Requestor/School is responsible for the following:

- a. Compliance with applicable School Board policies and procedures as they relate to purchasing contracts for project design and construction. Note: A copy of the approved *Partnership Agreement* must be submitted to Purchasing when requesting purchase orders.
- b. Procuring signed and sealed plans and specifications prepared by an Architect/Engineer licensed in the State of Florida for projects that include new construction, addition, remodeling, and structural modifications of a structure. Note: The Building Official will specify the extent of required design and construction documents during the Pre-Project Meeting. A formal contract must be executed with the Architect/Engineer prior to commencement of work.
- c. Procuring the services of a General Contractor licensed in the State of Florida and authorized to perform work on School Board property. Note: A formal contract must be executed with the General Contractor prior to commencement of work. Construction shall not commence until a Building Permit has been issued.
  - i. The Contractor must submit to the Building Official signed and sealed plans and specifications along with an application for a Building Permit. Comments by the Building Official, if any, must be addressed by the Architect/Engineer and/or Contractor prior to the start of construction.
  - ii. The Contractor must submit his/her license and certificates of insurance to the Building Official as part of the permit application. Please reference *Insurance Requirements & Hold Harmless Agreement for School-Initiated Projects*. Note: PTA/PTO/Booster Club volunteers shall not perform construction activities unless covered under the Contractor's insurance for the purposes of the project.
  - iii. The Requestor/School must provide proof to the Building Official that the project is fully funded before a Building Permit will be issued.

**STEP 4: INSPECTIONS AND FINAL PROJECT APPROVAL**

1. The Building Official will provide for inspections during construction and a Final Inspection at the completion of construction.
2. The Principal is responsible for ensuring that a Certificate of Final Inspection and Certificate of Occupancy (if required) have been issued by the Building Official prior to allowing use or occupancy of a school-initiated project.