

FACILITY MODIFICATION THROUGH EXTERNAL PARTNERS KEY QUESTIONS CHECKLIST

Requests for facility modifications through external partners will follow a formal process due to project complexity. **Management Directive B-14** outlines the steps necessary to assure full compliance. A flow chart is attached to outline all steps previous to the commencement of any project. All projects have a financial impact not only for the planning, design and constructions phases, but also for the extraneous maintenance involved after the modification has been completed. Due to economic conditions which affect the budget of the District, any modification projects initiated for the current facility must be financed outside of the Orange County Public Schools budget. While donations from outside “partners” are appreciated, it is important to note that all building code compliance must be met and compliance with zoning ordinances must be observed. Only licensed professionals approved by the Facilities Department will be permitted to oversee the planning, designing, and construction of the modifications after Cabinet has granted approval to move forward with the project. Any project modification must have all funding procured prior to the project commencement.

Directions: Complete each of these questions in detail. Attach all supporting documents for submission to your Cabinet Member.

- 1. Project Information
 - Describe the project modification proposal in full detail.

- 2. Financial Commitment

Full funding must be obtained before commencement of the facility modification project.

 - What is the cost of the entire project from planning and design to project completion?
 - What is the plan for this modification to be sustained/maintained over time?
 - How will the money be raised for this project?

- 3. Project Accountability
 - Will this project align with current School Board policies?
 - What % of students will be utilizing the result of this project?
 - Does this project have a useful life of 5 years or less?
 - What are the risk factors involved? Liabilities?
 - Does this project affect the building envelope (brick and mortar)? If so, has preliminary approval been given?
 - Is the modification to accommodate FF&E, such as drapes, books, computers, or whiteboards, etc. provided by an outside entity?

- 4. Partnerships/Support Groups
 - Is there government/private sector involvement?
 - Will there be a joint use agreement?
 - Will the partnership help with the maintenance?
 - Is there a defined written commitment from the agency involved?
 - Has the agency placed in writing their commitment to the funding?
 - As a capital renewal project and for maintenance of projects, is there evidence of an endowment to help over the long term?
 - Is there evidence from the outside agency for long term sustainability?

- 5. Future Leadership
 - With a change in the leadership at a school, will this project easily allow the new leadership to take the responsibility for this project and/or its maintenance?

- 6. Facilities Department Involvement
 - **The OCPS Facilities Dept. must be included in the development, planning, and cost estimating of the project.**
 - Has the B14 been completed to include the concept, description of project, drawing of project, funding source in the bank, approval of stakeholder groups and an Area Superintendent discussion?
 - Has Building Code Compliance (BCCO) reviewed the project?
 - Does this project meet all Florida Building Codes and State Requirements for Educational Facilities?
 - Have zoning ordinances been followed?
 - Have licensed professionals been involved in this project?
 - Does this project meet contractor requirements? (Procurement)

Notes:

- **There will be no sustained commitment of the district over time.**
- **If a project is funded by an external source and later becomes a standard for the schools, no extra money will be given to the schools which funded the project on their own.**