

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-17
Subject: UNBUDGETED MODIFICATIONS TO BUILDINGS AND GROUNDS	Date of Issue: 7/1/83 Rescission: 12/18/89
Preparing Office: Office of the Superintendent	Effective Date: 1/1/90

I. Policy

II. Procedures

- A. No unbudgeted remodeling or renovation of Board of Education buildings and grounds shall be undertaken without first completing the Request For Authorization form (No. 15-75-18-75) and obtaining approvals from the departments indicated on the form. Six copies of any backup information/drawing depicting the proposed unbudgeted remodeling or renovation of facilities or grounds must accompany the form.
- B. Modifications include and are not limited to:
1. Relocation of walls or partitions
 2. Modifications to major pieces of equipment
 3. Changes in lighting or electrical service
 4. Storage sheds, etc.
 5. Installation of playground equipment or large or lighted signs, backstops, fences
 6. Any other minor modifications
- C. The Supervisor of Maintenance and the Supervisor of Facilities Construction and Renovation will review the proposal for structural soundness, compliance with various state and county regulations, aesthetics, and determine future cost implications.
1. The Director of Facilities will refer all projects valued over \$7,500 or which have significant future cost implications to the Board Enrollment and Facilities Committee (through the Associate Superintendent of Business Services) for review prior to final action.
 2. Following the necessary reviews/approvals, the Director of Facilities will return the fully executed designated copy of the form to the requestor and appropriate staff, indicating approval, disapproval, and/or required changes.
 3. No work on the project(s) may be started until the approvals, as indicated on the form, have been obtained. Approval must also be obtained before any fund raising activities are undertaken by the school, PTA, or other organizations to fund projects described above.

- a. If school funds are to be used for the remodeling or minor renovation to facilities, the Area Superintendent (before approving the form) must obtain approval from the Superintendent of Schools to use the funds.

- D. If the requestor wishes to appeal any disapproval, the appeal shall be made to the Associate Superintendent of Business Services in writing.

Approved:

Noel T. Farmer, Jr.
Superintendent