

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-27
Subject: BUILDING DEDICATION WALL PLAQUES	Issued: 7/1/86
Preparing Office: Office of the Superintendent	Amended: 7/11/17

I. Policy

II. Procedures

A. Dedication wall plaques shall be installed on buildings as part of the construction.

1. In all new administrative or school buildings with a construction cost of \$1,000,000 or more.
2. In buildings which have undergone a major renovation where the construction cost is \$1,000,000 or more and where there is a substantial change in the building configuration.
3. In buildings where an addition with a cost of \$1,000,000 or more has been constructed.
4. Wall plaques will not be placed on buildings where the renovation is primarily face-lifting or maintenance in nature, regardless of cost.

B. Wall plaque information:

1. Date of completion of construction (year only).
2. Name of the facility.
3. The names of the Board of Education members at the time of signing of the construction contract along with a designation of the Board's president and vice president.
4. The name of the superintendent at the time of signing of the construction contract.
5. Name of the county executive at the time of signing of the construction contract.
6. The name of the architectural firm designing the construction.
7. Name of the contracting firm which built or renovated the structure.

C. Dedication ceremonies shall be conducted upon the completion of any project where a dedication wall plaque is installed.

Approved:

Original signed by

Theresa R. Alban
Superintendent