

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 200-17</b>
<b>Subject:</b> <b>MODIFICATIONS TO BUILDINGS AND GROUNDS</b>	<b>Issued:</b> <b>7/1/83</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b> <b>11/14/16</b>

- I. Policy: 106.4 General Powers and Duties
- II. Purpose: The purpose of this regulation is to establish procedures for approval of building or grounds modifications, remodeling, improvements or renovations when requested by Frederick County Public Schools (FCPS) staff or community user groups.
- III. Procedures
  - A. Modifications, remodeling, improvement or renovation of Board of Education buildings and grounds shall not be undertaken without first submitting and receiving approval of a work order to the FCPS Maintenance and Operations Department. Work orders shall be submitted electronically using the maintenance work order program (SchoolDude).
  - B. Modifications, remodeling, improvement or renovations include and are not limited to:
    1. Relocation of walls or partitions or modifications to rooms that change their principal use.
    2. Modifications to major pieces of athletic or building equipment.
    3. Changes in interior or exterior plumbing, electrical or security systems.
    4. Improvements or modifications to playground equipment, athletic fields, large or lighted signs, backstops, fences, and storage sheds.
  - C. Upon receipt of a request, the director of Maintenance and Operations (or designee) will review the request for its effect on structural, electrical, plumbing, HVAC and related building systems, compliance with various state and county regulations, and aesthetics. Initial construction costs, future operational costs and Maintenance and Operations budget availability will be considered for all requests.
  - D. All requests for project approval will provide the needed back-up information from which to make the evaluation, including sketches, cost estimates, and a clear and complete definition of the project scope.
  - E. For projects requested by a school support group, community group, or other government agency, the director of Maintenance and Operations will refer all projects valued over \$25,000, or which have significant future ongoing operating budget cost implications, to the Board of Education for review and approval.

- F. Following the necessary reviews/approvals, the director of Maintenance and Operations will return the approved form to the requestor and appropriate staff, indicating approval, disapproval, and/or required changes.
- G. No work on the project(s) may be started until the approvals, as indicated on the form, have been obtained. Approval should also be obtained before any fund raising activities are undertaken by the school, school support group, community group or other organizations. All projects involving the naming of a portion of FCPS buildings and grounds for an individual or organization must be approved in advance by the Board of Education.
- H. If the requestor wishes to appeal a Maintenance and Operations Department decision, the appeal shall be made in writing to the chief operating officer.

Approved:

*original signed by*

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Theresa R. Alban  
Superintendent

Cross Reference:

Policy 201	Naming Rights of Board of Education Facilities
Policy 203	Facilities and Grounds
Reg. 100-01	Rental of FCPS Facilities
Reg. 100-06	Naming Rights of Board of Education Facilities
Reg. 200-03	Pest Control: Integrated Pest Management
Reg. 200-09	Memorials Honoring Deceased Students and Staff
Reg. 200-20	School Marks (i.e. logos)