

**A. Purpose**

To establish a formal and consistent process for submitting, reviewing, and approving requests for modifications to facilities and grounds owned by the Board of Education of Frederick County (Board).

**B. Background**

Requests for modifications to Frederick County Public Schools (FCPS) facilities or grounds may come from various individuals, groups, or organizations, such as, but not limited to, FCPS staff, Community User Groups, or Parent and Community Groups. To ensure the safety, quality, and longevity of FCPS facilities and grounds, establishing a formal process is essential for submitting, reviewing, and approving these requests. This process helps maintain consistency in facility upgrades, minimizes disruptions to the learning environment, and optimizes resource management. The FCPS Facilities Services department is responsible for reviewing and approving these requests, ensuring compliance with relevant codes and standards and aligning requests for modifications with the best interests of the Board and FCPS.

**C. Definitions**

1. “Community User Groups” is defined to mean an approved organization for use of FCPS facilities and has submitted proof of a 501c3 non-profit status and an acceptable certificate of insurance.
2. “Parent and Community Groups” are defined as affiliated organizations that are separate legal entities from FCPS. Examples included but not limited to are; Parent Teacher Associations (PTAs), Parent Teacher Student Associations (PTSAs), Foundations, and Booster Club organizations.

**D. Procedures**

1. **Applicability.** Modifications, remodeling, alterations, improvements, or renovations include, and are not limited to:
  - a. Relocation of walls or partitions or modifications to rooms that change their principal use.
  - b. Modifications to major pieces of athletic or building equipment.
  - c. Changes in interior or exterior plumbing, electrical, heating, ventilation, and air unit conditioning (HVAC), or security systems.
  - d. Improvements or modifications to playground equipment, athletic fields, large or lighted signs, backstops, fences, and storage sheds.
  - e. Changes in the original design layout for a building, painting, or movement of permanent or semi-permanent fixtures or equipment adhered to the building interior or exterior.

- f. Changes, alterations, or improvements to site landscaping and grounds.

2. **Standards/General Guidelines**

- a. All requests for modifications to Board-owned facilities or grounds require prior approval by the FCPS Facilities Services department. To be considered, request submissions must include supporting documentation, such as, but not limited to, a clearly defined project scope, sketches, cost estimates, and if donation or gift funded, the Donation Acceptance Form. Request submissions that fail to include supporting documentation will not be considered. Requests can be submitted at any time during the year, however, final decisions on projects will be made twice a year.
- b. Upon receipt of a request submission, the FCPS Facilities Services department will review and evaluate the request, considering factors, including but not limited to, any effect(s) on current structural, electrical, plumbing, HVAC, and related building systems, compliance with various state and county regulations, aesthetics, initial construction costs, future operational costs, and Facilities Services department's budget availability.
- c. Once its review and evaluation are completed, the FCPS Facilities Services department will provide the requester and appropriate staff with a work order indicating the approval or denial of the request, and, if applicable, required changes.
- d. A completed work order form, including all necessary approvals as indicated on the form, must be submitted to and approved by the FCPS Facilities Services department before the undertaking of any modifications, remodeling, alterations, improvements, or renovations to Board-owned facilities or grounds. Work orders must be submitted electronically via the FCPS Facilities Services department's approved platform for processing work orders.

3. **Required Board Approval.** For projects requested by a Parent and Community Group, or other government agencies, the Executive Director of Facilities Services will refer all projects valued over \$50,000, or which have significant future ongoing operating budget cost implications, through the Chief Operating Officer to the Board for review and approval.

4. **Fundraising or Donation/Gift Funded Modification Requests-Required Approval**

- a. Modification requests funded through fundraising or donations or gifts require prior authorization and approval before any fundraising efforts commence or any donations or gifts are accepted. Requests must adhere to this Regulation, [FCPS Regulation 426-01, Fundraising](#) (formerly 300-38), [FCPS Regulation 426-02, Donations and Gifts](#) (formerly 200-33), and any other relevant Board policies, and FCPS regulations or procedures or both.
- b. Only the Executive Director of Facilities Services or their designee is authorized to approve these types of requests.
- c. Prior to acceptance of the donation, the principal or supervisor will obtain assurance from the Executive Director of Facilities Services or their designee when hookups for utilities or other services are required to verify that they can be provided within a reasonable cost.
- d. Request submissions funded by donations or gifts must also include a copy of the Donation Acceptance Form.

- e. Donations of equipment, sensitive items, or capital assets that require costs for installation or maintenance must include funds for this purpose unless waived by the Executive Director of Facilities Services or their designee, where appropriate.
  - f. Donated or gifted equipment and tangible capital assets as well as equipment or tangible capital assets purchased with fundraised, donated, or gifted funds must meet the Board’s criteria in order to be accepted.
5. **Naming of Facilities.** All projects involving the naming of a portion of FCPS facilities, buildings, and grounds for an individual or organization must be approved in advance by the Board. The process for handling such projects is detailed in [Board Policy 201, Naming Rights of Board of Education Facilities](#).
6. A requester who wishes to appeal a decision must submit their appeal request within thirty (30) days of the date of the decision to the Superintendent, who designates the Chief Operating Officer as their designee.

**E. Related Information**

- 1. **Board Policies**
  - a. [Policy 201, Naming Rights of Board of Education Facilities](#)
  - b. [Policy 202, Construction, Renovation and Maintenance](#)
  - c. [Policy 203, Facilities and Grounds](#)
- 2. **FCPS Regulations**
  - a. [Regulation 100-06, Naming Rights of Board of Education Facilities](#)
  - b. [Regulation 200-03, Pest Control: Integrated Pest Management \(IPM\)](#)
  - c. [Regulation 200-09, Memorials Honoring Deceased Students and Staff](#)
  - d. [Regulation 200-20, School Marks \(i.e., Logos\)](#)
  - e. [Regulation 203-01, Rental of School Facilities](#)
  - f. [Regulation 426-01, Fundraising](#) (formerly 300-38)
  - g. [Regulation 426-02, Donations and Gifts](#) (formerly 200-33)
- 3. **FCPS Resources**
  - a. Donation Acceptance Form
  - b. Facility Modification Request Standard Operating Procedure
- 4. **Federal Law**
  - a. Title IX of the Education Amendments Act of 1972

**F. Regulation History** (Maintained by Legal Services)

<i>Responsible Office</i>	Division of Operations; Division of Facility Services
Adoption Dates	07/01/83
Review Dates	

Revision Dates	11/14/16; 05/27/25
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