Renovation/Modernization of Facilities

I. PURPOSE

The Prince William County School Board shall establish a facilities life-span process for Prince William County Public Schools that addresses changing educational program standards and deteriorating physical conditions at reasonable cost while providing appropriate spaces for educational programs and services and the maintenance of a safe, secure, and healthy physical environment for students and staff.

II. POLICY

A. General

Buildings, building components, and equipment all require various and continuing levels of maintenance to achieve and extend their expected useful life. Prince William County Public Schools views maintenance as being on a continuum encompassing repairs, renovation, and modernization.

The Prince William County School Board shall determine when funds will be spent on aging school facilities:

1. To maintain the plant's design physical capabilities

2. To renew building systems and/or site components by replacement or other means

3. To modify the facility by adding new space, changing use or installing new systems

4. To bring the facility up to current educational and building standards through either modernization or replacement because of an outdated educational environment or deteriorated building and/or site conditions

B. Background

Existing public school buildings in Prince William County have been built since 1918. The majority (42 buildings) were constructed between 1950 and 1980. The age of the inventory necessitates a systematic program to evaluate the older schools with the objective of renovating and/or

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modernizing those facilities. It is the intent of Prince William County Public Schools to consider whether schools must be modernized or whether some, instead, could be renovated at a lower cost. The Prince William County Public School system is committed to using its resources as efficiently as possible while providing an appropriate learning environment for all children. For these reasons a step-by-step approach to the care and modification of facilities from the time of their construction will continue to be followed.

C. Applicable Laws, Rules, and Regulations

The policy for renovation/modernization of facilities is based upon the goals of the policy for long-range educational facilities planning as well as upon local, state, and federal requirements.

Long-Range Educational Facilities Planning is to provide the facilities necessary to sustain high quality educational programs at reasonable cost. Among the objectives of this policy are consideration of the impact of facility changes on the delivery and equity of educational programs and services to the extent these can be anticipated, recognition that older school buildings must be renovated to continue their use on a cost-effective basis, and that modernization to current educational program standards is necessary to maintain program quality.

State and county fire/life safety, health and building codes, national standards for accessibility for the handicapped, reasonable standards for energy conservation, standards for accrediting public schools in Virginia, standards of quality for public schools in Virginia and policies and criteria of Prince William County Public Schools must be considered when any changes to facilities are contemplated.

D. Definitions

1. **Maintenance.** The process of protecting and preserving the capital investment by the performance of preventative measures, routine repairs, minor renovations and/or modifications. Preventative measures and routine repairs are the ongoing, day-to-day actions for the upkeep of
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property and equipment that include the repair and minor replacement activities necessary to ensure that the facilities may be effectively utilized for designated purposes and to support a safe and healthy environment. Minor renovations include those activities and projects to restore and/or improve school environments for students, staff and community or to provide minor modifications to a facility to restore/continue its physical and educational functionality. These projects will generally cost less than $100,000.

2. Renovation. The design, construction and equipping process through which a school facility and its systems are renewed and updated to meet county, state and federal codes and requirements. Renovation includes planned replacement, renewal and/or restoration projects, generally costing $100,000 or more to replace, renew or restore key facility and site components, based on age and condition, in order to anticipate and avoid potential failures and to prolong the useful life of the facility. (Does not include additions or major redesign of building space for educational programs.)

3. Modification. The design, construction and equipping process through which a school facility is enlarged, changed or new systems installed. Modification projects generally cost $100,000 or more.

4. Modernization. The process of achieving countywide equity by renewing existing facilities. Modernization is the design, construction and equipping process through which an aging school facility is brought up to current educational standards as established by Prince William County Public Schools, and through which its systems are renewed and updated to meet school, county, state and federal codes and requirements. Modernization may include an addition or redesign of space to meet educational program requirements and may affect building capacity.

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E. Continuum of Activities

To maintain and extend the life of facilities, Prince William County Public Schools initiates and follows a continuum of activities from the first day of new school occupancy. The timelines shown in parentheses are intended as suggestions and are not absolutes. The condition of the building will be the determining factor.

1. Maintenance (Occupancy - Onward, generally projects of less than $100,000)

Preventive maintenance is provided to protect the capital investment by ensuring that a building component or item of equipment will achieve its expected useful life. This effort begins when the item is new and continues until it is replaced or modernized. Facilities receive regular operational care such as cleaning and maintenance of systems and finishes, lubricating, checking for proper operation, adjusting and aligning, and identifying items to be repaired or modified.

Preventive maintenance is accomplished by a team of electricians, plumbers, carpenters, heating mechanics, and general maintenance workers. The program is scheduled and directed by the Department of Plant Maintenance. Schools and users are not expected to request preventive maintenance services. The program is staffed and funded through the operating budget of the Department of Plant Maintenance.

Routine maintenance restores items and components to their normal operating condition. Planned repairs are made while the component is still operational to avoid a breakdown. "Broke-fix-it" repairs may require immediate attention to prevent damage to other building or equipment components. Repairs are initiated by maintenance staff, preventive maintenance reports, manufacturers' recommendations, and school requests. Both planned and "broke-fix-it" repairs are funded from operating budget accounts.

Minor renovation activities and projects are scheduled to enhance, protect, modify or restore

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physical environments in schools. Examples include modifications to lights and windows to increase energy conservation and replacement of identified environmental hazards such as contaminated plumbing systems. Minor modifications also may be made to existing spaces/components to allow the educational program or activity to operate effectively and efficiently. These projects are not intended, primarily, to lengthen the life of the facility and probably will not lessen the needs of facilities in the 30-year range. Prince William County Public School administrators and central maintenance staff identify these needs. These projects are generally funded through the operating budget.

2. Renovation (15-30 years, generally $100,000 or greater)

The renovation program completely overhauls or replaces worn-out building components. Based on annual maintenance requests submitted by principals, trade/manufacturer recommendations, and analyses by maintenance technicians, a comprehensive, six-year, school-by-school major maintenance plan is developed each fiscal year.

Facilities are evaluated and components scheduled for replacement. These include roofs, mechanical systems, and key facility components such as classroom and hallway lighting, floor surfaces, doors and partitions, as well as exterior asphalt, fields, fencing, and concrete. A replacement program is initiated to replace components that do not last 30 years. Major replacement projects are expected to extend the useful life of a facility and may reduce the overall needs of a 30-year old facility. For this reason, schools identified on the six-year modernization schedule are excluded from replacement projects in so far as possible for the same period.

The program is generally funded through the capital budget and reduces impact on the operating budget because resources will not be applied to continuing, costly routine repairs to worn-out

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building components/equipment.

3. Modification (Occupancy - Onward, generally $100,000 or greater)

Modification projects are scheduled to enlarge or change the use of a facility or to install new systems. Minor modifications may be included in the maintenance program. Projects generally costing $100,000 or greater which are not included in either a renovation or modernization program may be funded and accomplished separately under this program. Air conditioning a school building not previously having an air conditioning system is an example of a modification project. The addition of classrooms to an existing facility could also be a modification project. Schools identified on the six-year modernization schedule are excluded from modification projects in so far as possible for the same period. This program is generally funded through the capital budget.

4. Modernization (30-plus years)

An evaluation of physical conditions and educational standards are reviewed along with long-term projections for schools in the 30-plus year old range. A ranking of facilities based on these factors is developed, with those schools most in need of educational and physical improvements assessed for estimated modernization costs. When previous capital projects at a school have impacted the scope of its anticipated modernization, these are identified. Based on life cycle cost analyses and unusual circumstances, it may be more cost effective to replace buildings. The Construction Department develops this schedule in coordination with the Department of Plant Maintenance and the Planning Office. The Superintendent will recommend and the Prince William County School Board will approve and request funds for modernization projects for the six years of the Capital Improvement Program. Public comment and testimony on the recommendations are provided through the Prince William County Public Schools annual capital budget and CIP process.

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III. REVIEW AND REPORTING

A. The Superintendent, through the annual capital budget process, shall review with the Prince William County School Board and the public which facility improvements have been accomplished through replacement, renovation or modernization projects. For schools identified as eligible for future modernization, an annual assessment will confirm or modify the previously adopted schedule based on physical condition, education standards, enrollment projections, available funds, outstanding planning issues, and other factors as appropriate.

B. Because schools identified for future modernization are excluded from other six-year renovation/replacement projects, modernization projects are expected to move forward in a systematic manner based on assessment procedures. When extenuating circumstances are identified, a project may be moved forward, given priority consideration, or receive other unusual capital remedies until such time as modernization can occur.

Legal Reference:

Constitution of Virginia, Article VIII, Education
Code of Virginia, Section 22.1-135 through 140, School Buildings
Code of Virginia, Section 22.1-253.13:2, Standards of Quality

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA