New Construction and Modifications to Buildings, Equipment, and Grounds

It is the mission of the Office of Facilities Services (OFS) to plan, build, and maintain healthy, safe, and clean school facilities in an efficient manner that meets the educational needs of a diverse community.

I. Purpose

To establish responsibilities, policies, and procedures for all modifications to PWCS facilities including buildings, their infrastructure, grounds, and related equipment.

II. Scope

This regulation is applicable to all PWCS schools and departments requesting modifications to a facility, regardless of how minor the modification may seem, or how they are to be paid for (e.g. school funds, OFS funds, community donated funds, fundraisers, etc.).

III. Requirements

A. Requests for modifications to existing facilities that are not routine maintenance items will be the financial responsibility of the requesting entity. The OFS does not have funds allocated for non-routine maintenance items.

B. Any modification of structural components, means of egress, fire protection systems, or utility systems such as electrical, heating, cooling, ventilation, or plumbing must comply with the currently enforced edition of The Virginia Construction Code as promulgated by the Virginia Department of Housing and Community Development.

C. The Virginia Construction Code requires that permits be obtained before modification work begins, and that all work is performed by Virginia Licensed Contractors and or individuals.

D. All modifications shall be reviewed and approved by the OFS. If the facility intends to use outside forces to perform the work (volunteer, donated, or paid) it shall go through the OFS first.
E. Special consideration shall be given to the use of the facility, and the impact the modifications may have on it in the future. Modifications must not prevent safe, normal use and operation of building functions and systems.

F. Fiscal control is critical to ensure resources are not misused or diverted from accomplishing essential maintenance and repair. The safety and education of our students is first and foremost.

G. Modifications must be planned in a timely fashion so that adequate funds may be requested and authorized in the normal budget process.

H. Examples of requests that must be reviewed and approved by the OFS include, but are not limited to:

1. Adding, altering, or relocating memory gardens, donated improvements, irrigation systems, underground electrical service, electrical circuits, outlets and lighting fixtures, heating, cooling and ventilation systems, drinking fountains, sinks, toilets.

2. Construction of, or modifications to, main or accessory buildings, storage sheds, parking areas, weight rooms, dugouts, press boxes, bleachers.

IV. Procedures

A. Requests for Modifications

1. All requests for modifications to a facility shall be submitted as a work order through the current work order system.

2. The work order shall contain a brief description of the requested modifications.

3. If the work order is determined to be a non-routine maintenance item, it will be assigned to an estimator in Projects, Permits, and Records (PPR). The estimator may contact the requestor to schedule a site visit. The requestor may have to be available for this visit to ensure both parties have a complete understanding of the request.
4. Depending on the amount of work and the number of trades involved, the estimator may be able to provide an estimate during this visit. If the requestor accepts it, they will be required to sign a written acceptance. On more involved estimates, the estimator may contact the necessary shops, and coordinate with them for estimates.

5. If the work needs Architectural and/or Engineering (A&E) design, the requestor will be responsible for these fees up front via JV.

6. Once complete, PPR will forward an estimate with an A&E fee and project estimate.

7. If there are no A&E fees and no on the spot estimate is given, the estimator will compile the shop estimates. The completed estimate will be forwarded to the requestor. After two weeks with no response, the School Dude work order will be closed generating an email to the requestor indicating “Closed - no response from requestor.”

8. If a positive response is received, a project will be created and a projected timeline will be forwarded to the requestor. On larger projects, a project manager may be assigned. Either way, the requestor will be given a point of contact in the OFS.

9. When the work is complete, the OFS will forward a JV to the requestor to cover the actual cost of the project.

10. Proposed modifications to facilities performed by outside contractors shall first be reviewed and approved by the OFS. After approval by the OFS, the requestor shall submit all required documents to Prince William County Plan Review for their approval and issuance of permits. When permits have been issued, the requestor shall:

   a. Notify the OFS and provide two copies of the approved plans and permits;
   b. Provide the names and phone numbers of all contractors involved in the project;
   c. Provide a construction schedule; and
   d. Upon project completion, the requestor shall submit “as-built” drawings to the OFS.
B. Routine maintenance

1. If the work order is determined to be routine maintenance, it will be forwarded to the appropriate shop(s) with prioritization based on current work schedule, severity of issue, and impact on students and staff.

2. The appropriate shop(s) will visit the facility and assess the equipment.

3. Please note - the requesting entity may have to accept financial responsibility for needed repairs or replacement of equipment that has been installed without OFS knowledge.

4. Theft or damage from vandalism is normally repaired and/or replaced as a routine maintenance item. However, the OFS would expect reimbursement where insurance covers these costs or the vandals are caught and restitution made. Keep in mind, PWCS administrators have a responsibility to protect and secure PWCS property.

5. Routine maintenance items will be repaired or replaced with like or similar equipment and may include but are not limited to:

   a. Lighting fixtures, switches, plugs, breakers, fuses, plumbing fixtures or faucets, and HVAC equipment or controls.
   b. Appliances, provided the replacement will not overload the circuit.
   c. Roofs, walls, ceilings, and floors, etc. will be patched, repaired, or replaced as deemed necessary by the responsible shop.
   d. Lock and key issues.
   e. Projects costing less than $100.00.

The long-range plan is for the Office of Facilities Services staff to provide a list of standard prices to address most of the common modification requests (e.g., installation of outlets, smartboards, etc.).

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this regulation in 2015.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS