



Superintendent's Circular

School Year 2011-2012

NUMBER:
FMT-3

DATE:
September 1, 2011

RENOVATIONS TO SCHOOL BUILDINGS AND YARDS – EXTERNAL FUNDING

In order to guarantee that all work performed on School Department property conforms to building codes and other requirements, the following procedure has been established for external funding sources, particularly those that are not processed through the PeopleSoft Financial System, i.e., Boston Educational Development Foundation (BEDF).

The Office of Facilities Management / Planning & Engineering must review and approve all plans for improvements to school buildings and yards. Principals/Headmasters and Community School Directors must include the Director of Facilities Management, in the drafting of plans. These plans will be submitted to the appropriate Planning and Engineering staff for all required approvals and maintenance agreements.

This process will insure that there is a thorough review of the proposed renovation, including the materials used, quality of workmanship, fairness in pricing, and that the contractor chosen has the proper insurance coverage (Workmen's Compensation, and Public Liability and Property Damage).

A Request for Facilities Improvement Form (Attachment A) should be filled out and forwarded to Planning & Engineering, 26 Court Street, Boston, MA 02108. **No work will proceed without the final approval of the Office of Facilities Management/Planning and Engineering Division.**

For more information about this circular, contact:

Name:	Khadijah Brown, Director
Department:	Facilities Management / Design and Development
Mailing Address:	26 Court Street, Boston, MA 02108
Phone:	617-635-9117
Fax:	617-635-9252
E-mail:	kjbrown@boston.k12.ma.us

Carol R. Johnson, Superintendent

Attachment A

**Office of Facilities Management
Request for Facilities Improvement**

Date: _____

School: _____

Address: _____

Contact: _____

Telephone: _____

Project Title: _____

Funding Sources:

Budget Year _____ Org. _____ Fund Code _____ Program _____ Account _____

Sub Class _____ Proj./Grant _____ Expense Object _____

Proposed Implementation Date: _____

Project Description and Justification (attach a sketch)

Please return this form to the Facilities Planner, Department of Planning & Engineering, 26 Court Street, Boston, MA 02108.

(For Planning & Engineering Use Only)

Project Cost Estimates:

Design Fee: _____

Administrative Fee: _____

Contingency: _____

Construction: _____

 Labor: _____

 Materials: _____

TOTAL COST: _____

Project Timeline:

Designer Selection: _____

Advertise: _____

Bids Due: _____

Construction Commences: _____

Completion Date: _____

Maintenance Plan:

Required Maintenance: _____

Labor: _____

Materials: _____

Costs: _____

Maintenance Schedule: _____

Prepared by: _____

Date: _____

Approved by: _____

Date: _____