

FACILITIES PLANNING

In order to ensure effective planning and management of school building programs and facilities in the Fort Smith School District, the following guidelines and procedures will be employed:

- A. An initial preliminary study to determine the building needs of the School District and the educational program will be made, and the findings and recommendations presented to the Board of Education. The study will include items such as condition of current buildings, predicted enrollment, potential sites, financing of proposed projects and documented needs assessment. The Board may seek professional consultant services to verify the need for building(s);
- B. The Board will secure the services of an architect to estimate the cost of construction;
- C. The Board will approve the building proposal and secure financing for the proposal based upon projected cost by an architectural firm;
- D. An architect will then be selected by the Board of Education for the building program. A self-study building committee consisting of a representative cross-section of appropriate personnel will be appointed to work with architects in drawing up educational specifications for proposed facilities and to recommend to the Board the type of educational program to be employed;
- E. Upon completion of the building committee's input to architect, schematic drawings of proposed facilities will be presented to the Properties Committee of the Board and to the Board prior to proceeding with full-scale drawing;
- F. When architect has completed final drawings, they will be shown once again to the Properties Committee of the Board for final approval. The Board will proceed with advertising for bids and awarding building contract; and
- G. Throughout planning and construction phases of the building project, liaison will be maintained between the School District's project director and the architect.

BUILDING ALTERATIONS

Any alterations of or additions to existing school buildings must have prior approval of the School District administration. Requests for major building improvements must be submitted to the Superintendent by the principals with their budget requests for inclusion in the annual School District budget for the subsequent year or for consideration by the Superintendent and Board of Education for a facilities capitalization program.

Whenever building alterations or significant repairs can be anticipated, cost estimates shall be included in the proposed annual budget. Repairs to school buildings shall be supervised by the Superintendent's designee.