

POLICY 3711
IMPROVEMENT OR MAINTENANCE PROJECTS

A Major Maintenance Projects list shall be developed annually by the Department of Facilities Services. This list shall be reviewed by the Superintendent of Schools and/or designee for adherence or compliance with the District's Strategic Plan and Goals. This list, with estimated costs, shall be presented to the School Board's Planning, Facilities and Equipment Committee for review and comment and then to the Board no later than April 1st of each year. A contingency of not more than 5% of the total budget for major maintenance projects shall be maintained at the beginning of the year for emergent and planned project needs.

Upon approval by the Board, plans and specifications for the projects included on the list shall be developed by the Department of Facilities. Required quotes or bids shall be obtained in accordance with established purchasing procedures. The Board may approve special rules for specific individual projects upon recommendation of the Superintendent.

If actual costs will exceed the approved budget for an individual project, the Superintendent of Schools or designee may approve exceeding the budget by up to \$10,000 (\$5,000 for projects under \$50,000). Board approval must be obtained for amounts greater than this.

Nothing in this policy or rule shall be construed so as to limit the Superintendent's authority to respond to emergency maintenance conditions that may endanger persons, land, physical plant or equipment, with timely reporting to the Board.

LEGAL REF.: Wisconsin Statutes

- Sections 101.11 [Provision of safe workplace]
- 115.33 [Inspection of school buildings]
- 120.12(1) [Board duty; care, control and management of district property]
- 120.12(5) [Board duty; repair of school buildings]
- 121.02(1)(i) [Safe and healthful facilities standard]
- PI 8.01(2)(i), Wisconsin Administrative Code [Safe and healthful facilities regulations]

CROSS REF.: 3110, Annual Operating Budget

- 3420, Purchasing
- 3600, School Safety
- 3700, Facilities Management
- 3710, Facilities Maintenance
- 7200, Facilities Planning
- 7220, Financing Capitalization
- 7320, Consultant Services
- 7330, Construction Contracts, Bidding and Awards
- District Strategic Plans

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

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REVISED: August 13, 1996
December 17, 1996
August 22, 2000
July 24, 2001
January 28, 2003
October 28, 2003
September 25, 2007
December 18, 2007

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Major maintenance should generally be funded out of Fund 10 where possible and capacity enhancement should generally be funded out of Fund 40 where possible otherwise fund 10 will be used. In accordance with the District purchasing procedures, projects estimated to cost less than \$10,000 require approval of the Purchasing Agent. When Facilities Services employees are involved, projects estimated to exceed \$10,000 require at least three written price quotations. When it is not possible to obtain three quotations, approval of the Superintendent of Schools or designee is required. Documentation must be maintained.

When an independent construction manager is utilized, contracts estimated to exceed \$10,000, but less than \$50,000, require at least three price quotations. When it is not possible to obtain three quotations, approval of the Superintendent or designee is required. Documentation must be maintained.

Projects estimated to exceed \$50,000 require formal bidding and approval of the Superintendent of Schools or designee.

Notice of bids for projects in an appropriate trade publication and/or newspaper, may be done for all contracts, but is required for projects that are estimated to exceed \$50,000, unless the bidding has been limited through a formal pre-qualification process or single-source agreement.

For all major maintenance projects, individual or cumulative change orders adding less than \$10,000 (\$5,000 for projects under \$50,000) require approval of the Superintendent of Schools or designee. Individual or cumulative change orders adding in excess of \$10,000 (\$5,000 for projects under \$50,000) require the review of the Board's Planning, Facilities and Equipment Committee and the approval of the Board upon recommendation of the Superintendent of Schools.

Individual or cumulative change orders necessitated due to concealed conditions; e.g., sub soil, wall interior, sub roofing, that are not possible to anticipate, or where the extent of the specified work is not possible to predetermine, may be approved by the Superintendent or designee, and subsequently reported to the Board, if time is of the essence in order to mitigate costs and/or a delay in the completion schedule which will result in unduly disrupting District operations. This is subject to budget availability not to exceed \$25,000.

The criteria for selecting major maintenance and capital improvement on a District wide basis shall include the following:

PROJECTS PRIORITY SETTINGS

Level/Category	High (A)	Average (B)	Low (C)
Safety (1)	1A	1B	1C
Maintenance (2)	2A	2B	2C
Educational (3)	3A	3B	3C
Comfort (4)	4A	4B	4C
Enhancement (5)	5A	5B	5C
Capacity (6)	6A	6B	6C
Security (7)	7A	7B	7C

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Category

- Safety – Possible danger may exist; Driven by Federal and/or State regulation(s)
- Maintenance – HVAC, roof, electric, plumbing, maintenance, preventive maintenance and other related issues
- Educational – Educational delivery may be affected
- Comfort – Student/Staff comfort
- Enhancement – Issues that can wait without any significant effect to the district operations. However, they will enhance the overall school function.
- Capacity – Projects that result in adding and/or enhancing school capacity.
- Security – Building security projects (locks, card readers, camera, etc.)

Level

- High – Standard, policy, regulation, recommended guidelines, liability
- Average – Public perception
- Low – No standard, no policy, no regulation

Numeric Ratings

1A=2	(1)	1B=3	(3)	1C=4	(6)
2A=3	(2)	2B=4	(4)	2C=5	(9)
3A=4	(5)	3B=5	(8)	3C=6	(12)
4A=5	(7)	4B=6	(11)	4C=7	(14)
5A=6	(10)	5B=7	(13)	5C=8	(16)

Numbers have been assigned to letters A, B and C as follows, A=1, B=2, C=3. These assigned number have been added in order to establish a unique rating number for each priority.

i.e., $1A = [1+A(A=1)]=2$
 $2B = [2+B(B=2)]=4$

Capacity & Security

Numeric ratings are not applied to capacity and security projects. Capacity projects are considered individually once a year as the space needs for the coming year are reviewed based on enrollment projections and other space related factors.

PRIORITIZATION WITHIN CATEGORY 2

Note: This prioritization ranking is for category 2 projects.

1. Boilers/Heating
2. Plumbing
3. Electrical
4. Roofs
5. Exterior Walls/Doors
6. Indoor Air Quality
7. Lighting

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8. Security
9. Energy Management/Fire Alarm/Intercom/Sound Systems
10. Air Conditioning/Other HVAC
11. Flooring/Asbestos
12. Other Asbestos
13. Asphalt/Concrete
14. Interior Walls/Doors/Ceilings
15. Cabinetry/Carpentry
16. Other