

FACILITIES

Facilities Design and Construction

Capital Outlay and Facilities Improvements

This regulation supersedes Regulation 8270.4.

I. PURPOSE

To prescribe procedures to be followed by a program manager to initiate additions to, or changes to, existing school buildings and grounds.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

This regulation has been reviewed, and there are no changes at this time.

III. IDENTIFICATION OF CAPITAL OUTLAY AND FACILITIES IMPROVEMENTS

Program managers can distinguish capital outlay and/or facilities improvements by the following criteria:

Work to alter or add something to an existing facility constitutes capital outlay and/or facilities improvements. Any work done to an existing facility that involves repairs or direct replacement constitutes maintenance, refer to the current version of Regulation 8565, Requests for Maintenance and Repair.

IV. RESPONSIBILITIES

Capital outlay work including facilities improvements to buildings and grounds shall be the responsibility of the Department of Facilities and Transportation Services. In addition, the installation and alteration or modification of outdoor concession stands, ticket booths, and dugouts and their related electrical and mechanical systems shall also be the responsibility of the Department of Facilities and Transportation Services. To the maximum extent possible, such work shall be accomplished through competitive bidding by private contractors. The assignment of capital outlay and facilities improvement work to the Office of Facilities Management or Field Services will be made jointly by coordination between directors of the Office of Design and Construction Services, Office of Facilities Management, and Field Services, taking into account the availability of resources to support capital outlay projects.

Under no circumstances shall a program manager authorize a facilities improvement without prior review and approval by the Office of Design and Construction Services. This review and approval is necessary to ensure that the proposed facility modification meets state and local building code requirements and the educational facility standards established by the state Department of Education and Fairfax County Public Schools.

This review and approval is also necessary to protect the program manager in the event of failure of the facility.

Request for capital outlay and facilities improvements shall be submitted to the Office of Design and Construction Services using the Estimate Request link via the Facilities Management System online application (<http://151.188.241.224/sitenet/>). This link is available only from computers within the FCPS network (FCPSnet). Program managers, in accordance with the current version of Regulation 8565, shall submit requests for maintenance to buildings and grounds (including outdoor concession stands, ticket booths, and dugouts and their related electrical and mechanical systems).

V. PROCEDURES FOR SUBMITTING CAPITAL OUTLAY AND FACILITIES IMPROVEMENT REQUESTS

A. Cost Estimates

1. Whenever the need for a capital outlay or facilities improvement project arises, the program manager shall request a cost estimate using the Estimate Request link via the Facilities Management System online application (<http://151.188.241.224/sitenet/>). This link is available only from computers within the FCPS network (FCPSnet). The request shall be submitted to the Office of Design and Construction Services for costing and feasibility review.
2. The completed cost estimate is available to the program manager for funding identification using the Estimate Report link via the Facilities Management System online application (<http://151.188.241.224/sitenet/>). This link is available only from computers within the FCPS network (FCPSnet).

B. Work Requests

1. The program manager shall submit the work request to the Office of Design and Construction Services for scheduling. Funding must be identified prior to work being initiated. The program manager may identify local funding or request that the cluster office consider funding the project from its central allocation.
2. Priorities for funded projects shall be established by the Office of Design and Construction Services.
3. It shall be the responsibility of the program manager to notify the Office of Design and Construction Services in writing of any approved project that he or she wants to cancel. Facilities improvement projects shall not be changed, because the approval process finances specific projects to be accomplished and does not authorize funding for other use.

See also the current version of: Regulation 8565, Requests for Maintenance and Repair.