



Book	Policy Manual
Section	6000 Finances
Title	MODIFICATIONS AND ALTERATIONS TO SCHOOL BUILDINGS
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6340 - MODIFICATIONS AND ALTERATIONS TO SCHOOL BUILDINGS

The Board requires that all modifications or alterations to school buildings be approved prior to implementation. The following regulations shall be imposed:

- A. The Board shall approve the design, construction, alteration, repair, or renewal of any building or site improvement which adds or deletes student capacity, or which cost in excess of \$50,000 or which requires expenditures of funds not previously approved in the capital budget.
- B. The Superintendent may approve the design, construction, alteration, repair, renewal of any building or site improvement which cost no more than \$50,000 and which does not add student capacity or which does not require the expenditures of funds not previously approved in the capital budget.
- C. The Superintendent may appoint a Project Review Task Force to review written requests for any building or site improvement alteration of any cost. The Project Review Task Force shall be composed of representatives from primary and secondary school administrators, Area Superintendents, Curriculum & Instruction, Student Services, Financial Services, and Facilities Services. The Project Review Task Force shall consider program and physical needs, codes, and statutory requirements, cost, location of utilities services, future maintenance requirements, and overall project feasibility. The Project Review Task Force shall make their recommendations based on priority, consistency with the facility capital improvement plan, and funding capabilities.
- D. Any building or site improvement project funded or donated by a school or a school-support organization shall be approved through the School-Initiated Project process.
 1. Donations of equipment, including playground equipment, shall be approved through the School-Initiated Project process before acceptance by the school and shall be installed on a charge-back basis. The school shall consider this cost before accepting donations of equipment. All such donations shall become the sole property of the Board.
 2. All property accepted by the Board shall be recorded in the financial records and the general fixed assets of the Board at fair market value or a reasonable and equitable estimate of such value on the date of acquisition. The actual cost or estimated equivalent cost of labor and/or materials donated to a capital outlay project shall also be recorded.

E. Superintendent's Authority to Approve Contract Change Orders

1. The Superintendent may approve contract change orders in the name of the Board up to \$50,000 or ten percent (10%) of the contract price, whichever is less. Multiple change orders which, in aggregate, exceed \$50,000 or ten percent (10%) of the contract price for a single project shall be confirmed by Board action at the next regular or special Board meeting.
2. All change orders not approved by the Board shall be reported to the Board in a consolidated report at the end of each fiscal year.
3. Nothing in this paragraph shall nullify other requirements of SBE F.A.C. 6A-2 pertaining to change orders.

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[F.S. 1001.41](#)
[F.S. 1003.02](#)
[F.S. 1013.45](#)
[F.S. 1013.46](#)
[F.A.C. 6A-1.012](#)
[F.A.C. 6A-2.0010](#)