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SECTION F: Facilities Development

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## FACILITIES DEVELOPMENT

Any educational program is influenced greatly by the environment within which it functions. The development of a quality educational program and school facilities which help to implement it must go hand in hand.

The School Board's goal is to provide facilities of the kind and size that will best support and accommodate the division's educational program and the number of students enrolled.

The School Board will constantly strive to provide new and remodeled facilities that will offer the best possible physical environment for learning and teaching.

The Board aims specifically toward:

1. New buildings and renovations that will accommodate and facilitate those new organizational and instructional patterns that support the division's educational philosophy and instructional goals.
2. Meeting all safety requirements through the remodeling of older structures.
3. Providing such building renovations as needed to meet requirements on the availability of public school facilities to disabled persons.
4. Building design and construction that will lend themselves to low maintenance costs and the conservation of energy. These two factors will also be given special consideration in the renovation of buildings.
5. Decisions pertaining to educational specifications of new buildings and those undergoing extensive remodeling will be developed and with the viewpoints of teachers, students, and the community considered.

Adopted: June 13, 2005

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79 (3), 22.1-253.13:6.B.

## FACILITIES PLANNING

The School Board is responsible for the regular operation and orderly development of all school facilities. The Board concerns itself with both short and long-range planning.

The superintendent presents to the School Board annually, or as necessary to coordinate with the planning process of the appropriating body, a Capital Improvement Program which includes recommendations regarding timing, location, costs and savings associated with:

1. New building requirements
2. Restoration and renewal of existing school facilities

The superintendent may make recommendations for new buildings and renovations after input concerning facilities utilization, development and closure from a broad based committee representing the staff and community.

Recommendations are supported by data that supports the feasibility and need for construction and/or renovation.

Adopted: June 13, 2005

Revised: April 20, 2015

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Legal Ref.: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-79(3).

Cross Ref.: AF Comprehensive Plan  
BCF Advisory Committees to the School Board

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## PLAYGROUND EQUIPMENT

When any playground equipment is installed on School Board property the Board assumes ownership of that equipment unless specifically stated otherwise by agreement. For this reason the maintenance of the playground equipment installed by a school or community group is the responsibility of the School Board. Consideration should be given to designing the outdoor learning environment to support classroom learning.

Once equipment is installed on School Board property, the school principal has the responsibility to inspect the equipment on a regular monthly basis, and the authority, to order its repair or removal from the school property. The principal may also restrict or deny the use of such equipment until such time as, in his or her opinion, it is restored to a safe condition.

Adopted: June 13, 2005

Revised: August 9, 2010; December 2014

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79, 22.1-293.

Guidelines for School Facilities in Virginia's Public Schools (Virginia Department of Education, September 2013).

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## EDUCATIONAL FACILITIES SPECIFICATIONS

To ensure that all new and remodeled facilities are designed to best implement the educational program, the superintendent provides for the development of detailed educational specifications to apply to the design and construction of new buildings. Educational specifications include detailed descriptions of:

- All the activities that are expected to take place in the building;
- The curriculum to be housed in the building;
- Specific architectural characteristics desired; and
- The facilities needed, their equipment requirements, and their relationship to other facility elements.

When educational specifications are prepared, an introductory section is included containing a brief description of the community and the educational philosophy of the division. Consultants may be used in the development of educational specifications when deemed necessary by the superintendent and approved by the school board.

Adopted: June 13, 2005

Revised: August 11, 2008; May 13, 2019

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-79, 22.1-138.

Cross Refs.:	AF	Comprehensive Plan
	FA	Facilities Development
	FB	Facilities Planning
	FECBA	Energy-Conserving Construction
	FECBB	Accommodations for the Disabled
	FEG	Construction Planning

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## ENERGY-EFFICIENT CONSTRUCTION

Efficient use of energy in construction and operation of school division buildings is a high priority. To the extent permitted by the Public Procurement Act, a proposed project which contains the most energy-efficient plans within an acceptable budget shall have priority. Energy efficiency will be considered in the architectural evaluation.

A continuous study of energy use shall be maintained by the administration for future planning in new construction.

Adopted: June 13, 2005

Revised: August 9, 2010

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Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78.

Cross Refs.: DJF Purchasing Procedures  
FA Facilities Development  
FEA Educational Facilities Specifications

## ENERGY MANAGEMENT CONSERVATION

The Prince George School Board embraces energy conservation and believes it to be their responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

The School Board recognizes the importance of adopting an energy conservation policy to govern this program. The district also affirms the implementation of this policy will be the joint responsibility of the board, administration, faculty, staff, students, support personnel, and Cenergistic. Success is based on cooperation amid all groups.

To ensure the overall success of our behavior-based energy conservation program, the following areas will be emphasized:

1. The school principal and administrative team will be accountable for energy conservation on his/her campus with Energy Specialist teams conducting energy audits and providing timely feedback. Energy management on his/her campus will be made a part of the principal's and administrative team's annual evaluation.
2. All personnel at each campus are expected to make a positive contribution to maximize energy conservation and produce real energy savings.
3. Cenergistic will implement its energy conservation program primarily through an energy management team led by the Energy Specialist(s) in accordance with "Energy Guidelines" that will be adopted by administration and will define the "rules of engagement" for our energy program.
4. Accurate records of energy consumption and cost will be maintained by the Energy Specialist for each campus to provide verifiable performance results on the goals and progress of the energy conservation program.

Further, to promote a safe, healthy learning environment and to complement the energy conservation program, each campus shall review and adhere to the preventive maintenance and monitoring plan administered by the campus physical plant for its facilities and systems, including HVAC, building envelope, and moisture management.

Adopted: August 12, 2013 (new policy administratively)

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Cross Ref.: FECBAB-R – Energy Management Conservation Regulations

## ENERGY MANAGEMENT CONSERVATION

### **Responsibilities:**

- Every person is expected to become an “energy saver” as well as an “energy consumer.”
- The staff member is responsible for implementing the guidelines during the time that he/she is present in the instruction room or office.
- The custodian is responsible for control of common areas, i.e. halls, cafeteria, etc. Since the custodian is typically the last person to leave a facility in the evening, he/she is responsible for verification of the nighttime shutdown.
- The facility administrator is responsible for the total energy usage of his/her facility.
- The Energy Specialist provides regular (at least semi-annual) program update reports to the Board.
- The Energy Specialist performs routine audits of all facilities and communicates the audit results to the appropriate personnel.
- The Energy Specialist is responsible for either directly or indirectly making adjustments to the Organization’s Energy Management System (EMS), including temperature settings and run times for Heating, Ventilation and Air Conditioning (HVAC) and other controlled equipment.
- The Energy Specialist provides monthly energy savings reports to facility administrators detailing performance results.
- Administration will regularly communicate the importance and impact of the energy conservation program to its internal and external constituents.
- The organization is committed to and responsible for a safe and healthy learning environment.
- To complement the organization's behavioral-based energy conservation program, the organization shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

### **General:**

- Instruction room doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym or pool area).
- Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the organization's facilities to ensure compliance with organization guidelines.
- All exhaust fans should be turned off daily.
- All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
- All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
- All capable PC's should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor "sleeps" after 10-minutes of inactivity.

### **Air Conditioning Equipment**

- Occupied temperature settings shall NOT be set below 74°F, unless needed for humidity control.
- During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area at the end of day. It is anticipated that the temperature of the instruction room will be maintained long enough to afford comfort for the period the staff remains in the instruction room after the students have left.
- Air conditioning start times may be adjusted (depending on weather) to ensure instruction room comfort when instruction begins.
- Ensure outside air dampers are closed during unoccupied times.
- Ceiling fans should be operated in all areas that have them.
- Relative humidity levels shall not exceed 60% for any 24 hour period.
- Air conditioning should not be utilized in facilities during the summer months unless the facilities are being used for summer school or year-round school. Air conditioning may be used by exception only or in those facilities that are involved in team-cleaning.

- In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air conditioned instruction rooms or dining areas should be kept closed as much as possible.
- Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.
- Ensure dry food storage areas are maintained within code requirements. Typically, this is 55F-75F temperature and 35%-60% Relative Humidity. Utilize loggers to verify.

**SET POINTS:**

**Cooling Season Occupied Set Points: 74°F - 78°F**

**Unoccupied Set Point: 85°F**

**Heating Equipment**

- Occupied temperature settings shall NOT be above 72°F, unless needed for humidity control.
- The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.
- The unoccupied time shall begin when the students leave an area.
- During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
- Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
- Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
- For heat pumps, ensure a 6 °F dead-band between heating and cooling modes.
- Heating oil and propane (if applicable) levels should be physically measured and recorded by “sticking the tanks” at least on the following intervals: 1) recurring scheduled monthly date 2) immediately before new delivery, 3) immediately after delivery.

**SET POINTS:**

**Heating Season Occupied Set Points: 68°F - 72°F**

**Unoccupied Set Point: 55°F**

**Lighting**

- All unnecessary lighting in unoccupied areas will be turned **off**. Staff should make certain that lights are turned **off** when leaving the instruction room or office when empty. Utilize natural lighting where appropriate.
- All outside lighting shall be **off** during daylight hours.
- Gym lights should not be left on unless the gym is being utilized.
- All lights will be turned **off** when students and staff leave for the day. Custodians will turn on lights only in the areas in which they are working.
- Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

**Water**

- Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
- Grounds watering should only be done between 4 a.m. -10 a.m. Do not water during the heat of the day, typically between 10 a.m. – 8 p.m.
- When spray irrigating, ensure the water does not directly hit the facility.
- Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate sewer charges.

Adopted: August 12, 2013 (new policy administratively)

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## ACCOMMODATIONS FOR THE DISABLED

Plans for new buildings and renovations or alterations of existing buildings will offer such design and accommodations as to make the newly constructed buildings and renovated or altered areas accessible to disabled persons as required by law.

Adopted: June 13, 2005

Revised: August 9, 2010

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Legal Refs.: 29 U.S.C. § 794

42 U.S.C. §§ 12182, 12183

Cross Ref.: AC Nondiscrimination

## CONSTRUCTION PLANNING

No public school building or addition or alteration thereto, for either permanent or temporary use, is advertised for bid, contracted for, erected or otherwise acquired until the plans and specifications therefor have been approved in writing by the superintendent and are accompanied by a statement by an architect or professional engineer licensed by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects that such plans and specifications are, in the professional opinion and belief of the architect or professional engineer, in compliance with the regulations of the Board of Education and the Uniform Statewide Building Code. The superintendent's approval, architect's or engineer's statement and a copy of the final plans and specifications are submitted to the Superintendent of Public Instruction.

Adopted: June 13, 2005

Revised: August 9, 2010; April 20, 2015

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-140.

Cross Ref: FEA Educational Facilities Specifications

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## SUPERVISION OF CONSTRUCTION

The School Board shall require from personnel employed by and directly responsible to the school division, cooperating with the appropriate engineering personnel, a review of the architect's activities in his/her supervision of building construction.

This person is to be known as construction representative, project inspector, or clerk of the works, with duties to be commensurate with the magnitude of the project.

Duties include:

1. Daily project surveillance;
2. The preparation of a daily construction diary outlining the various disciplines of work being accomplished weather conditions numbers and types of mechanics on the job materials delivered and delaying factors if any, and estimated weekly percent of completion, interpretation of plans and specifications and interface with the architect/engineer and the project contractor;
3. Reports any and all matters requiring contract action to the purchasing agent;
4. Reviews all partial payments received from the architect engineer and signs for payment; and,
5. Upon substantial completion, coordinates punch list with architect/engineer for transmittal to contractor; approves final completion payment.

Adopted: June 13, 2005

Revised: August 9, 2010

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## PUBLIC DEDICATION OF NEW FACILITIES

The School Board may have a public dedication ceremony following completion of major building projects.

Adopted: June 13, 2005

Revised: December 8, 2014

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78.

Cross Ref.: FFA            Naming School Facilities

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## NAMING SCHOOL FACILITIES

It is the responsibility of the Prince George School Board to determine the name of schools and school facilities in the division. The Board will solicit and accept input from the public regarding the names of schools and school facilities but reserves the right to make the final decision regarding the name of any school or school facility. Suggestions regarding the name of a school or school facility must be in writing, must state the name of the person or group making the suggestion and must state the reasons supporting the suggestion. The School Board may create a committee to make recommendations to the Board on the naming of any school or school facility.

The Board may rename a school or school facility upon a determination that it is appropriate to do so. The procedure for renaming a school or school facility will be the same as the procedure outlined above.

Adopted: December 8, 2014

Revised: April 20, 2015 (administratively)

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78, 22.1-79.

Cross Ref.: BCE            School Board Committees  
              FF            Public Dedication of New Facilities

## RETIREMENT OF FACILITIES

School division buildings may become unsuitable for their present use, but may be used to benefit the school division or public in other ways. The superintendent reviews division schools and facilities on a continuing basis. The superintendent may recommend to the School Board that a particular school or school facility should be retired or its use changed. In determining whether a facility is to be retired, the School Board may consider the following factors, among others:

1. The adaptability of the building for continued use for its present purpose;
2. The suitability of the site of the building;
3. The maintenance and upkeep costs of the building;
4. The historic value of the building to the community.

The School Board shall invite the viewpoints of community residents and staff in making its decision to retire a school building.

If the School Board determines to close a facility, it will first consider other uses that the school division might make of the building prior to considering relinquishing possession of the building.

Adopted: June 13, 2005

Revised: August 9, 2010; December 8, 2014

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-79, 22.1-129, 22.1-135, 22.1-136.

Cross Ref.: KG                      Community Use of School Facilities

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