

SANBORN REGIONAL SCHOOL DISTRICT

SRSB File: EC

BUILDINGS AND GROUNDS ALTERATIONS

Statement of Purpose:

The purpose of this policy is to prescribe the approval process required for alterations to buildings and grounds.

Statement of Policy:

Whenever an alteration to a building or ground area in the district is anticipated, the procedures included in this policy shall be followed.

Building alterations are any changes to the buildings or grounds, both temporary or permanent, and are broken into the following categories:

Decorative- These are ornamental-type changes to the interior or exterior of the buildings and include things such as painting of rooms or hallways and artist-in-residence projects.

Building-These are any changes to the facility that may alter the floor plan of the building. This includes items such as removing or constructing a wall.

Grounds-These are any changes to the grounds or site improvements. Items such as removing or planting of trees or constructing monuments are included in this category.

All alterations to buildings and grounds will require approval from all of the following (see EC-E Request to Alter Form):

Building Principal

Director of Buildings and Grounds

Business Administrator

The Business Administrator shall report to the Facilities Committee all significant alterations and shall seek the Board's approval for all projects over \$2,500 in total cost, regardless of funding source.

The Facilities Committee will be the final local authority on facility alterations or improvements, except those projects requiring formal bidding under Policy DJE as designated by the Sanborn Regional School Board.

In the event the District receives money from the state School Building Aid program, the superintendent will develop a 20-year maintenance plan, as required by statute.

The development of a maintenance plan is not required for school districts already receiving building aid.

Legal Reference:

RSA 198:15-b, Amount of Grant.

History:

Effective: September 4, 2002

Reaffirm: October 16, 2013

Revised: June 12, 2019