

MINNEAPOLIS PUBLIC SCHOOLS REGULATION 3517A STEWARDSHIP OF DISTRICT BUILDINGS AND GROUNDS

I. Purpose

The Facilities Department is responsible for all planning, design, construction, maintenance, operation and repair of District facilities and grounds. The purpose of this regulation is to ensure that work or projects that are proposed by any District site shall be coordinated and implemented through the Director of Planning & Facilities.

II. General Statement of Policy 3517

Operation, Maintenance and Security of Buildings and Grounds

Buildings constitute one of the greatest investments of the School District. It is in the best interest of the pupils and taxpayers to protect the investment adequately.

The Superintendent of Schools shall establish such rules and regulations as may be needed to provide for the operation, maintenance and security of all buildings in the sense outlined above.

III. Regulation

In order to implement this regulation, all District sites shall adhere to the following:

- A. District site manager/principal shall notify, in writing, the Director of Planning & Facilities immediately when any work or project on the facility or grounds has been identified. Upon review, the Director of Planning & Facilities will approve or deny the proposed work or project. This includes projects or work funded by grants, outside organizations, and volunteers.
- B. If the work or project is approved, the Director of Planning and Facilities will assign the appropriate Facilities representative to work with the site administration to assist in the development of work or project scope and ensure that materials used and work performed meet District specifications and standards.
- C. Site managers/principals shall not enter into formal or informal agreements for use of District buildings or grounds by third parties except as permitted by District policy.
- D. When in doubt about any work, contact the Director of Planning and Facilities.

Below are typical examples of work or projects that require notification to the Director of Planning & Facilities. Please note that the list is neither exhaustive nor limited to the items shown.

Architectural

- Wall construction, carpentry repairs, modular partitions, casework, flooring, carpeting, door hardware, magnetic door locks, fencing, signage, banners (interior or exterior), and roof repair.
- Interior / exterior painting including wall murals, graphics or any other art work (including non painted art work), plastering, wall patching, graffiti removal, glass installations or repair.

Mechanical / Electrical

- All electrical work including installation or repair of fire alarm systems, clock systems.
- Interior / exterior lighting.
- Installation or repair of any equipment related to the Heating, Ventilation, and Air Conditioning systems (including window air conditioners).
- Installation, repair or modification to all plumbing fixtures or any other plumbing equipment associated with the building plumbing network.
- Installation of irrigation systems.
- Installation, repair or modifications to gas lines located in science labs.
- Installation of equipment that would connect into the site's electrical, heating or cooling systems.

Telecommunications / Technology

- Installation, repair, or modification of any telecommunications equipment and wiring including telephones, data lines or any other information technology equipment.
- Development or expansion of computer labs or technology closets.

- Installation of camera systems or any other security devices.
- Repair or installation of PA systems or equipment.

Grounds, Courtyards & Paved Areas

- All landscaping or garden projects.
- Tree planting or tree maintenance.
- Installation, repair or renovation of playground areas.
- Installation or repair of all concrete or asphalt surfaces (parking, sidewalk, walkway areas etc.).
- Installation of benches, sculptures or monuments.
- Installations of or modifications to retaining walls and fencing.