

FACILITIES SELF-HELP PROGRAM

Introduction

The Board of Education recognizes the need to support schools and departments in their efforts to utilize "Self-Help" means to enhance their physical environment.

This policy and respective regulation (Regulation FEK-R) are written to assist and guide schools and departments that wish to enhance the physical environment of their existing facilities and/or surrounding grounds using their own or raised resources.

Self-Help Program

The goal of this program is two-fold. It fosters a sense of community commitment and ownership as it allows employees, students and the community an opportunity to participate in the efforts to improve their physical environment. It also complements the district's regular funded efforts to address facilities thus stretching the resources to be able to do more.

Basically, a self-help project is a project that enhances the physical environment of an existing district facility and/or surrounding grounds using resources, including funds and/or labor, that have been donated from outside of the normal district funding channels.

Self-help projects can inadvertently have a negative impact on various existing or planned systems, and may present unique problems that increase the risks to students, staff or the public. Some may also require special permits, licenses, and fees. Consequently, it is essential that the Facilities Department be aware of and involved in the planning of all potential projects.

Self-help projects may involve district funds and resources, but must involve some outside resources, which in value should equate to at least half of the value of the project.

No Self-help project shall begin without the prior written approval of the Director, Facilities or his/her designee.

If contracted services are involved in a self-help project, they must be accomplished through or be approved by the Procurement and Contracting Department prior to the start of services.

The self-help program will be managed by the Director of Facilities.

Adopted: January 2002
Reviewed: April 25, 2012

CROSS REFS.:	FE	New Educational Facilities Construction or Remodelling
	FEK-R	Regulation to Policy FEK, Facilities Self-Help Program
	DJ	Procurement and Contracting