

NEW EDUCATIONAL FACILITIES CONSTRUCTION and REMODELING

To ensure that all new facilities, major remodeling projects, or major additions are designed to best implement the educational program, the Superintendent or designee will create a committee to advise the administration on school design. The committee and its function and makeup will be as follows:

- A Building Design Advisory Committee (BDAC) will be assembled prior to the start of design for any new educational facility or the major remodel of, or major addition to any existing educational facility. This committee's responsibilities are broken into two phases: Pre-Design and Design.
- During the Pre-Design Phase, the committee will create (or review and update) a set of criteria establishing guidelines for the design team. Design criteria could include:
 - Budget and Schedule Limitations
 - Student Capacity for the Building
 - Occupants of the Building
 - General School Organization
 - Spatial Relationships Within the Building
 - Requirements Common to All Instructional Areas
 - Any Special Teaching Methodology Requirements
 - Flexibility Requirements
 - Energy Performance Goals
 - Staff Work Space and Offices
 - Community Use of the Facility
 - Site Development Issues
 - Busing, Pedestrian and Parent Drop-Off Issues
 - Technology Standards
 - Food Services Needs
 - Security and Safety Considerations
 - Maintenance and Building System Life-Cycle Considerations
 - Storage Requirements
- Design Criteria will optimally be published and included in documents shared with design professionals as they are being considered for selection for this project. Design Criteria should also be included in the contract documents for the selected design professionals whenever possible.
- During the Design Phase, the committee will meet periodically to advise the District's
- Project Manager, from whom the design team takes direction, and confirm that the design is on track to meet the Design Criteria that have been established.
- The Building Design Advisory Committee will be chaired by the District's Project Manager. Its makeup should include representatives from the Division of Instruction, including a Principal, Teacher(s), and other instructional or building representatives as

needed. A Building Manager and/or ESP representative, Technology, Security, Facilities, Transportation, Food Services, and Risk Management representatives should be included as needed. At least one parent, as well as a neighborhood representative (without a student) should be invited to participate. Consideration should be given to including Students on the committee. Some members of the committee will be more involved during either the Pre-Design or the Design Phase.

Adopted: January 1997

Revised: April 25, 2012

Policy Owner: Facilities