

NEW CONSTRUCTION: Designing

School Building Design

I. PURPOSE

TO ESTABLISH GUIDELINES FOR THE DEVELOPMENT OF PLANS FOR THE DESIGN AND CONSTRUCTION OF NEW SCHOOL BUILDINGS AND FOR EFFECTIVE RENOVATION PROJECTS TO EXISTING SCHOOL BUILDINGS FOR BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS).

II. PROCESS

A. THE DEPARTMENT OF PHYSICAL FACILITIES WILL OVERSEE ALL CAPITAL PROJECTS.

B. THE EXECUTIVE DIRECTOR OF THE DEPARTMENT OF PHYSICAL FACILITIES SHALL FORM A COMMITTEE TO OVERSEE THE DEVELOPMENT OF THE EDUCATIONAL SPECIFICATIONS FOR A NEW SCHOOL BUILDING, MAJOR ADDITION, OR LARGE SCALE RENOVATION.

III. GUIDELINES

THE FOLLOWING CRITERIA OR STANDARDS APPLY TO THE DESIGN PROCESS:

A. [1.] Schematic [Drawings] DOCUMENTS

Based upon contents of the educational specifications supplied to an architect/engineer for a school project, the architect/engineer shall prepare schematic DOCUMENTS [drawings] of the [subject] school project for review and approval by appropriate members of the Superintendent's Staff, Board of Education OF BALTIMORE COUNTY (BOARD), Department of Physical Facilities, and the State of Maryland Interagency Committee on School Construction.

B. [2.] Design Development [Drawings] DOCUMENTS

Following approval of schematic [drawings] DOCUMENTS for a school project, the architect/engineer for said project shall prepare design development DOCUMENTS [drawings] and outline specifications for review and approval by appropriate members of the Superintendent's Staff

and the State of Maryland Interagency Committee on School Construction. Appropriate county and state agencies shall also be involved in the review process.

C. [3.] Construction Documents

Following approval of design development DOCUMENTS [drawings] for a school project, the architect/engineer for said project shall prepare construction documents for review and approval by appropriate members of the Superintendent's Staff and the State of Maryland Interagency Committee on School Construction. Appropriate county and state agencies shall also be involved in the review process.

D. [4.] "As Built" Drawings

Following completion of the construction of a [new] school project, the architect/engineer shall be responsible for furnishing to the Department of Physical Facilities [of the Board of Education]; a revision of the CONSTRUCTION [working] drawings [tracings] reflecting ALL changes made DURING THE CONSTRUCTION PROJECT [in the design and/or construction of said project as compared with the original drawings and specifications].

RELATED POLICIES: BOARD OF EDUCATION POLICY 7110, *DETERMINING NEEDS*

BOARD OF EDUCATION POLICY 7120, *PATTERNS OF PARTICIPATION*

Rule

Superintendent of Schools

Approved: 09/25/69

Revised: 05/08/07

REVISED: \_\_\_\_\_