

CODE COMPLIANCE PROCEDURES FOR MAINTENANCE PROJECTS

A. Maintenance Projects

The Maintenance Department shall apply for (fill out) an Annual Facility Maintenance Permit Application for each school site, Ancillary plant and Lease facility, which is serviced by the Maintenance Department, and forward it to the Building Department.

List all known projects that are currently planned or projected to be performed at each location. Also provide generic descriptions of typical maintenance projects normally performed annually by discipline. Please include Portable moves, Cooler/Freezer replacements, Chiller replacement, major Paint and re-roofing projects projected to cost less than \$200,000.00.

Note: All addition, remodeling and new construction projects will require an individual permit regardless of the budget amount.

Projects Under \$200,000.00

Locate the “Annual Maintenance Permit” in a visible and protected area. The Satellite Director and the principal or site administrator shall also keep a copy of the permit on file.

This permit shall be valid for one (1) year and will cover all Maintenance and Repair, Life Safety and minor renovation projects performed at the site, which cost under \$200,000.00.

Reviews and Inspections

Some projects covered under the Annual Facilities Permit will require review and/or inspection services. For such projects, a Work Order Request Form shall be sent to the Building Department in order to have a Building Code Consultant (BCC) assigned to the project. This form requires that a Funding Structure, a credible project estimate and the Annual Facility Permit number be provided before an assignment can proceed.

Review and Inspection records shall be kept by the Maintenance Department and also recorded in the Permit sheet at the job site. There is room for eight (8) such projects in the permit sheet (front and back). If necessary, the Permit sheet can be duplicated as required. Project records shall be made available to the Chief Building Official upon request.

If there is a question regarding whether a project should be submitted for review and inspection, the Building Department shall be contacted for a determination. ALL minor renovation projects over \$50,000.00 shall be submitted for review and inspections.

Note: Florida Statutes makes it the responsibility of the School Boards that ALL projects (regardless of cost or fund source) be performed to comply with all applicable codes. The Maintenance Department shall make sure that ALL projects, including emergency projects and smaller projects that don't require review and inspections are performed by trade qualified individuals and that the actual work performed complies with Board Rules and Procedures, the FBC, SREF and all industry standards.

All projects under \$200,000.00 requiring review and inspection services shall be assigned to a Building Code Consultant (BCC). All the submittals to the Building Code Consultants shall be done through Document Control, which will record, transmit and keep track of all required deliverables and forms. Please contact Document Control for required deliverables.

Reviews and Inspections by the BCC will address code related issues ONLY.

Once the plans have been approved, the project will be allowed to proceed into construction. Please note that plans and/or specifications shall not be approved until all mandatories have been resolved and the documents have been corrected.

A stamped, approved set shall be kept at the site for the duration of the project. The BCC and Document Control shall also keep an approved set.

These projects shall be recorded individually in the Annual Facility Maintenance Permit. Inspections shall be requested as required and the sign-off by the inspectors shall be recorded on the permit.

The lead inspector (depending on project type) shall sign the "Project Final" box when he/she is satisfied that the project is code compliant and has been successfully completed.

Close-Out

To close out a project, the project manager shall obtain all applicable signatures and fill out the FM-5463 (Certificate of Occupancy and/or Completion) and submit them to the Building Department (3 originals required) through Document Control.

Projects Over \$200,000.00

Projects over \$200,000.00 CAN NOT be done under the Annual Facility Maintenance Permit. All projects exceeding that amount (including major paint projects) and ALL New Construction, Addition and Remodeling projects (regardless of cost) shall apply for a permit individually and shall follow the procedures established for such projects.

The project specific permit shall be posted at the job site, be protected and available to the inspectors along with a copy of the final permit set at all times. A qualifier properly licensed to do the work will be required to apply for, sign and pull the permit. See Code Compliance Procedures for Conventional Projects.

B. Emergency Project Procedures

Situations will arise which will require a rapid response by the Maintenance Department to correct a problem. In such cases, the Maintenance Department may respond and perform the necessary preliminary work to secure and make the facility safe, and operational. If further action is required to be done in an expedited emergency basis, the next business day, the Maintenance Department shall do a preliminary labor and materials cost analysis using available historical data to determine the estimated cost of the emergency project. The Satellite Director shall approve this estimate.

Emergency Projects Over \$200,000.00

If the project estimate is determined to exceed \$200,000.00, a Maintenance Emergency Permit Application shall be filled out and sent to the Building Department for approval. This form requires that a Funding Structure be provided before an assignment can proceed.

The Chief Building Official will determine based on the facts presented on the application if the project qualifies for an Emergency Permit and will send it back to the Maintenance Department.

If the project is approved for an Emergency Permit, the Building Department shall issue the project an emergency permit number. This permit number will identify the project as an emergency project throughout the entire review, inspection and close out process. This is only a temporary permit valid only for a period not to exceed 30 days. Construction shall not begin until this form is received by the Maintenance Department.

The Building Department will also assign a Building Code Consultant (BCC) to do emergency inspections while the work is being done. The Maintenance Department shall be responsible to notify the BCC of the proposed scope of work and work schedule. The Department shall also be responsible to request inspections at relevant times and obtain the relevant inspector/s sign-off on the permit section of the form. The “sign-off” by the relevant BCC inspectors shall constitute the Preliminary Acceptance of the project.

Signed and Sealed “After the Fact” phase III documents including a formal permit application shall subsequently be submitted by the PM through Document Control for formal review and approval within 45 days of the Emergency Permit Approval.

After the approval, close out documents (FM-5463) shall be submitted to the review and inspection entity through Document Control for signatures prior to being sent to the Building Department for processing.

Emergency Projects Under \$200,000.00

Emergency Projects under \$200,000.00 fall under the Annual Maintenance Permit. These projects do not require that an assignment form be filled out.