

WHEN TO SUBMIT A FACILITIES MODIFICATION REQUEST FORM

Use a Facilities Modification Request Form (Fac Mod) to request interior and/or exterior changes to your campus/building, such as:

1. Structural/physical changes of interior space, for example:

- ◆ Demolition or new construction of walls, ceilings, floors, stairs, etc.
- ◆ Installation of fixed equipment or furniture requiring utility connections, including HVAC or exhaust ventilation systems.
- ◆ Connecting to building utilities or mechanical systems.
- ◆ Adding hardwired electrical equipment, data outlets and electrical outlets to support technology, etc.
- ◆ Adding/moving shelving or chalk/white boards.

2. Changes in use of interior space, for example:

- ◆ Changing conference rooms to offices, offices to classrooms, Career and Technical Education classrooms to computer labs, etc.

(No rooms less than 450 sqft will be allowed to become a permanent teaching space.)

- ◆ **If the change in space is due to a course addition or course elimination, please complete the attached form (Course Addition/Elimination Request), submit the completed form to the appropriate program reviewer for approval, then submit the approved form with the Fac Mod to Facility Planning for review.**
- ◆ Changes in the way space is used on your campus may impact capacity. Therefore, a Fac Mod must be submitted to the Facility Planning Department in order to track these changes within our database. This will allow Wake County Public Schools to keep the most up-to-date statistics on space utilization.

3. Changes to the exterior of the building.

4. Location of new equipment on the site.

5. Changes or modifications to exterior spaces, (i.e. the grounds or play fields) for example:

- ◆ Installation of playground equipment, (Follow Design Guidelines for Development of Playgrounds criteria)
- ◆ Constructing dugouts.
- ◆ Adding lighting.
- ◆ Adding bleachers.
- ◆ Installation of a new track.
- ◆ Installation of an irrigation system.
- ◆ Painting of any kind.
- ◆ New plants of any type.
- ◆ New gardens of any kind.

ALL modifications on your campus need a Fac Mod submitted to the Facility Planning Department for review and approval, before proceeding with the work. Regardless of funding source, (e.g. PTA, a corporate sponsor, a grant, school budget or if you are requesting funding through WCPSS Parent Volunteer Matching Grant Funds) a Fac Mod form must be submitted.

Before Parent Volunteer Matching Grant Funds are approved for your project, a Fac Mod must be submitted to the Facility Planning Department, and approved.

Forms can be found at <http://www2.wcpss.net> under Business Forms/Facility Planning Department Forms.

WHAT TO SUBMIT WITH YOUR FACILITIES MODIFICATION REQUEST FORM

◆ **When requesting a project involving new construction:**

Submit:

- Construction drawings with an Architectural or Engineering seal.
- A site plan that shows the location of the proposed new construction on the campus.
- List, or show on the site plan, additional/relocation of plumbing or electrical work needed for the project.
- The name and contact information for the contractor that will be involved in this project.

◆ **When requesting a project involving new equipment to the campus:**

Submit:

- The manufacturer specification pertaining to the new equipment.
- A site plan showing the location of the new equipment on the campus.

◆ **When requesting a project involving new landscaping to the campus:**

Submit:

- A site plan showing the entire area subject to additional landscaping.
- A complete list of all plants that will be used. **Refer to Wake County Public Schools Preferred Plant List.** (If a plant you would like to use is not listed, submit the plant name with your request for approval, prior to the start of your project.)
- The number of plants that will be used, and their approximate size at maturity.
- On the site plan, show any ponds or additional structures that will be added.
- The type of filler (pine straw, mulch, etc) that will be used.

If you need a copy of the **Preferred Plant List**, please contact **Elizabeth Sharpe @ 856-3700** or e-mail esharpe@wcpss.net.

CONTACT PEOPLE FOR INDIVIDUAL AREAS

Facilities Modification Request Forms

- ◆ Elizabeth Sharpe 856-3700 or Esharpe@wcpss.net

WHEN TO USE A WORK ORDER REQUEST

Do not use a Fac Mod, but instead use Work Order Request Forms when you are requesting an item to be repaired or replaced and for maintenance items, for example:

- ◆ Replacement of worn carpet.
- ◆ Repairing damaged steps.
- ◆ Repairing damaged pavement.
- ◆ Replacement of old damaged chalkboards or tack boards.
- ◆ Any heating or cooling problems.
- ◆ Any electrical problems.
- ◆ Replacement of dead landscape plants.

Work Orders:

General Services

- ◆ Greg Clark 856-8035 or Fclark@wcpss.net

Buildings and Grounds

- ◆ Gary Haithcock 856-8010 or Ghaithcock@wcpss.net

Energy and Physical Plant

- ◆ Bob Bittner 856-8267 or Rbittner@wcpss.net

Technology Services:

For larger jobs:

- ◆ Larry Marynak 850-1917 or Lmarynak@wcpss.net

For smaller jobs:

- ◆ Help Desk 664-5700 or Helpdesk@wcpss.net

Why is a Facilities Modification Request Required?

Listed below are some of the problems that can be avoided when a Facilities Modification Request form is completed, submitted and processed.

Room becomes too hot after being converted into a computer lab.

Computers generate heat and have special requirements for electrical and network wiring. Converting an existing classroom into a computer lab requires consideration for HVAC, electrical, technology networks, etc.

An area has insufficient water and electrical hookups. A washer/dryer is purchased and delivered for use in an athletic facility prior to plumbing and electrical being evaluated.

Increase in beestings in high traffic areas. New landscaping is added without consideration of the preferred types of plants.

Planting trees and shrubs, which obstruct windows. New landscaping is added in front of windows without considering the height of the mature trees/shrubs.

Failure to comply with current building codes. Constructing a new structure on your campus without considering current ADA, Federal, State, and local code requirements.

Sidewalks and pavement rupture and crack. Planting trees and plants too close to the sidewalks and buildings without considering the growth of the roots.

A newly constructed nature trail or outdoor teaching space is destroyed. New/Future construction is planned for that location.

Exceeding the impervious surface percentage requirement for your campus. Adding concrete sidewalks, basketball courts, hard surface play areas, etc., resulting in the school being fined by the city/county.

Paint peeling off the walls from an area that your PTA recently painted. Not properly preparing the surface, or using correct paint.

The school is “written up” by the Fire Marshall. Students were placed in an area not appropriate for use as a teaching space, and the room then does not meet fire code.

Failure to comply with Wake County School Systems Educational Specifications. Placing special needs students in a room not designated as an exceptional children classroom, when it is required that the Wake County Public Schools System must provide all students with comparable spaces. (This is an issue that can have legal consequences.)