

# Facility Modification Process

Work order submitted through Schooldude

Work order routed to appropriate M&F supervisor

M&F Supervisor determines if WO requires facility modification

No

Follow Work Order Process

Yes

M&F Supervisor closes the work order and requests facility senior leader to complete the Facilities Modification Form

Facilities Modification Form is transmitted to the Deputy Superintendent and the Executive Director of Facilities and Construction

M&F Supervisor develops plan and communicates with requestor to complete request

Approved

Declined

Facilities Modification Form is returned to the requestor

Review Committee meets to discuss request and determines approval

District Review Committee reviews the request for educational, fiscal, and sustainable appropriateness



## Executive Summary

This process provides guidance for district administrative staff who wish to make modifications to a facility. All modifications shall follow this process, examples of which are, but not limited to; moving/removing walls, landscaping alterations, painting, and shade structures.

---

1. All district facilities shall meet the applicable facility standards established at the time of their construction.
  - Applicable standards include requirements relating specifically to educational adequacy, space allocation, and construction quality (applicable building codes, including fire, mechanical, electrical and plumbing).
  - Additional applicable standards may be imposed through the facility requirements of the American with Disabilities Act of 1990 and other applicable local, state and federal requirements.
  - The district may adopt any additional standards that it feels are in the best interest of the district, provided these legally adopted standards do not interfere with, alter, delete or work to negate any of the applicable standards set into law.
2. Any and all modifications, alterations, and renovations of existing facilities shall conform to all applicable standards as required.
  - No modification, alterations, or renovations of existing facilities shall be allowed to interfere with or otherwise change an applicable standard.
3. No campus or department shall modify, alter or renovate any portion of a facility without the prior written approval of a district review committee established through the Deputy Superintendent and Executive Director of Facilities and Construction.
  - For the purpose of this process, a modification, alteration, or renovation to an existing facility is defined as any addition to, removal, or replacement of an existing space within a facility, including any part of the electrical, plumbing, mechanical, roofing, landscape, paving and drainage systems of the facility.
  - Examples of modifications, alterations, or renovations to an existing facility may include, but are not limited to the following:
    - i. Adding or moving walls
    - ii. Additions or alterations (including removal of) to existing landscaping and green spaces, flower beds, trees, irrigation, fencing, masonry walls and boxes, and other landscape additions.
    - iii. Additions or alterations to paving of any kind, including parking lots, sidewalks, ramps, porches, outdoor corridors, service roads or landing areas
    - iv. Changing interior or exterior wall (finishes or colors) ceiling and/or floor

### ★ SCUCISD Mission Statement ★

Schertz-Cibolo-Universal City ISD, a diverse community founded in trust and transparency, commits to empower all students to fulfill a lifelong potential through inspiring learning experiences.

**SCUCISD VISION: Inspire-Innovate-EXCEL!**

- v. Any type of playground improvements, additions, or modifications, either to equipment or to designated play areas
  - vi. Moving or changing interior or exterior doors and doorways
  - vii. Attachment of items to any part of a facility, such as outdoor electronic message displays, scoreboards, ancillary buildings such as storage buildings, towers, or similar structures
  - viii. Adding, altering or removing of shade structures
4. All requests for modifications, alterations, or renovation of a campus or facility as outlined above, including any project requested or proposed by organizations affiliated with a campus, such as PTAs, booster clubs, and any organizations, or any individual, or other organization, wishing to contribute funds, materials, or labor for a project, shall be reviewed by the Deputy Superintendent (or designee) for educational soundness and appropriateness, and the Executive Director of Facilities and Construction for sound fiscal and sustainability appropriateness.
  5. Campus and department requests for modification, alteration or renovation of an existing facility shall be in writing through the maintenance work order system and the form associated with the process.
    - All requests shall be made on or before April 15<sup>th</sup>.
    - All requests submitted through the work order system shall then follow the facilities modification process.
  6. The Executive Director of Facilities and Construction shall be responsible for planning, coordinating, and scheduling all projects approved for completion.
    - The Executive Director of Facilities and Construction shall coordinate, as needed, the efforts and resources of the district's various departments, including but not limited to, Technology, Purchasing, Finance, Transportation, and other departments of the district, in order to ensure all the applicable standards and processes are followed and that any modifications, alterations, or renovations do not impede or adversely impact existing programs, services or district finances.
  7. The district does not allow students, staff, parents, volunteers or outside contractors to perform work on school property.
  8. New Facilities
    - SCUCISD new facilities are provided with a one year warranty on materials and workmanship. Because of this one year warranty, modifications to new facilities shall not be permitted. Prohibited modifications to new facilities may include modifying the designed use of a physical structure or a designed process.





# Schertz-Cibolo-Universal City Independent School District

1060 Elbel Road Schertz, Texas 78154 Phone (210) 945-6200 www.scuc.txed.net



All Graduates will be College and/or Career and/or Military Ready



Highly Satisfied Students, Parents and Community



High-performing and Engaged Workforce



Efficient District and Campus Operations

## Facility Modification Process

Date: \_\_\_\_\_  
Facility Name: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Cost Estimate: \_\_\_\_\_

Work Order ID #: \_\_\_\_\_  
Location: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_  
Funding Source: \_\_\_\_\_

Description of Requested Work:

Person or Group that may benefit from the request:

Alignment to District Mission, Vision, Values and/or Priorities:

Alternate solutions that have been considered:

Possible Safety and Security Implications:

Possible Long Term Maintenance Effects:

Please attach any documents, pictures, drawings, quotes, and maps that may help in expediting the process. We may contact you with questions about the request.

Approved

Declined

Deputy Superintendent \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director of  
Facilities and Construction \_\_\_\_\_ Date: \_\_\_\_\_