

Operational Services

Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance the law, the standards set forth in this policy, and other applicable Board policies. The Superintendent or designee shall cooperate with and facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district.

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. The district will comply with notice and bid requirements issued in the Illinois School Code.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the School Board will authorize the production of a comprehensive study to determine the need for facility construction and expansion, then site availability and acquisition. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, evaluation of existing facilities in terms of capacity and function, enrollment trends, and community development patterns, projection of life expectancy of facilities and maintenance costs, changing instructional requirements and services, and other data impacting facility use. School Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the School Board will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.

3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State or federal law.
7. Provide for low maintenance costs and energy efficiency.

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the School Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using this policy.

Building and Grounds Management – Sales of Buildings

The School Board may, in accordance with State law, direct that a school site or portion thereof, building or site with building thereon or any other real estate be sold.

Facilities Development – Site Acquisition/Development

The identification of potential school building sites shall be a component of the District's long-term facilities program. The School Board will consider the acquisition of available sites in advance of actual need.

Facilities Development – Contract Bidding and Awards

Bids for construction projects will be taken, based upon plans and specifications prepared by an architect and approved by the School Board. The School Board reserves the right to reject any or all bids.

Any resulting contract will be awarded to the lowest responsible bidder upon recommendation of the architect and Superintendent. Changes in plans or specifications and additional payments above the contract price must be approved by the Board.

LEGAL REF.: 42 U.S.C. §12101 et seq.
105 ILCS 5/10-22.36, 5/17-2.11, and 230/5-1 et seq.
820 ILCS 130/0.01 et seq.
Ill.Admin.Code Part 151, School Construction Program, and Part 180,
Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning
for Elementary and Secondary Schools

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and
Land Surveying Services), 4:60 (Purchases and Contracts), 8:70
(Accommodating Individuals with Disabilities)

ADOPTED: November 3, 1987
REVISED: May 1, 2001
REVISED: September 19, 2006
REVISED: September 4, 2007
REVISED: December 4, 2007
REVISED: August 4, 2008