

Commission for Arkansas Public School Academic Facilities and Transportation

Rules Governing Maintenance and Operation of Public School Buses and
Physical Examinations of School Bus Drivers

Summary of Changes

Changes made before public comment period:

- Section **1.01** is rewritten for clarity.
- Grammatical, stylistic, or technical corrections are made in sections **3.02, 3.04, 3.05, 4.01, 6.04, 6.05, 7.06, 8.01, 8.03, and 8.05.**
- Section **3.02** is amended to clarify that out-of-state doctors may perform the physical examination required of bus drivers.
- Section **3.06** is added to clarify that these rules apply to open-enrollment public charter schools that operate school buses.
- Section **9.0** is added to implement Act 984 of 2011.

**Commission For Arkansas Public School Academic Facilities
and Transportation Rules Governing Maintenance and Operations of Public School
Buses and Physical Examinations of School Bus Drivers
January 1, 2010**

1.0 Regulatory Authority

- 1.01 The Commission for Arkansas Public School Academic Facilities and Transportation enacts these Rules pursuant to its authority as set forth in Ark. Code Ann. §§ 6-19-101 et seq., 6-21-114, and 25-15-201 et seq.

~~These Rules shall be known as the Arkansas Division of Public School Academic Facilities and Transportation Rules Governing Maintenance and Operations of Arkansas Public School Buses and Physical Examinations of School Bus Drivers.~~

- ~~1.02 — These regulations are enacted pursuant to the authority of the Arkansas Commission for Public School Academic Facilities and Transportation under Arkansas Code Annotated § 6-19-101, and Act 1473 of 2009.~~

2.0 Purpose of Regulations

- 2.01 The purpose of this Rule is to ensure the safe and efficient operation of public school buses in Arkansas and to prescribe the requirements for the physical examination of school bus drivers.

3.0 Definitions

- 3.01 Advanced practice nurse - An APN is a registered nurse who is licensed by the state as an advanced practice nurse. An APN has advanced education at least at the Masters level as well as a national certification from a certifying body recognized by the Arkansas State Board of Nursing (i.e., ANCC, NAPNAP).
- 3.02 Commission – ~~The Arkansas~~ Commission for Arkansas Public School Academic Facilities and Transportation.
- 3.03 Division – The Division of Public School Academic Facilities and Transportation.
- 3.02 Licensed physician - ~~as used in these Rules shall mean a~~ A person licensed to practice medicine ~~as a physician in the State of Arkansas pursuant to state law the Rules and Regulations of the Arkansas State Medical Board.~~

- 3.03 Out of Service - A school bus which is out of compliance with the safety requirements of this Rule and the Arkansas School Bus Inspection Handbook.
 - 3.04 School Bus Driver ~~any~~ – Any person transporting students in any vehicle meeting the definition of a school bus that requires the person to hold a commercial drivers license. A school bus driver will be deemed qualified if they posses a valid commercial drivers license, a current certificate of completed in-service training, current physical examination and additional qualifications as required by the school district board of directors.
 - 3.05 School bus – A motor vehicle designed to carry ~~more than ten (10) or more~~ passengers that is:
 - 3.05.1 ~~(1) owned~~ Owned by a public or governmental agency or a private school and operated for the transportation of students to or from school or school-sponsored activities; or
 - 3.05.2 ~~(2) privately~~ Privately owned and operated ~~for compensation~~ for compensation for the transportation of students to or from school or school-sponsored activities.
 - 3.06 School District – Every reference to “school district” shall include any open-enrollment public charter school that operates a school bus, except as waived by the State Board of Education pursuant to Ark. Code Ann. § 6-23-301 et seq.
- 4.0 Written Policies
- 4.01 All public school districts shall establish written policies concerning transportation by ~~a~~ school districts, including, but not limited to:
 - 4.01.1 Transportation eligibility;
 - 4.01.2 Student behavior while being transported; and
 - 4.01.3 Emergency procedures while being transported.
 - 4.03.4 All students who are transported in a school bus shall be instructed in safe riding practices and shall participate in emergency evacuation drills at least twice each school year. Each evacuation drill shall be documented and kept on file.

5.0 School Bus Drivers

- 5.01 Each school district shall establish a training program for school bus drivers. The training program must be developed and administered to assure that each driver attains a high degree of competence in and knowledge of his or her duties and responsibilities as a school bus driver.
- 5.02 Every newly hired school bus driver shall receive a minimum of twenty-four (24) hours of pre-service training for the type or types of school buses that he or she will be driving prior to driving any school bus.
- 5.03 Every school bus driver shall receive an additional three (3) hours of in-service training annually provided by the Division.
- 5.04 Each driver shall be issued a school bus driver certificate, valid for one (1) year, upon documentation that he/she has successfully completed his or her pre-service driver training. Certification shall be renewed upon completion of the annual three (3) hour in-service.
- 5.05 A school district board of directors may provide a substitute driver to operate a school bus on a temporary basis without a certificate until the next regularly scheduled school bus drivers examination is held in the locality if (1) a qualified bus driver is not available to operate a school bus due to death, resignation, disability, illness or other cause and (2) the school district board of directors is not able to obtain a qualified bus driver with a certificate. The file of the substitute driver will be annotated to reflect the cause and facts of his/her temporary designation as a driver. Extra curricular trips shall be made by certified drivers only
- 5.06 School bus driver files shall contain at a minimum:
 - 5.05.1 Copy of current Commercial Driver's License;
 - 5.05.2 Physical Examination;
 - 5.05.3 Proof of state and federal background check clearance;
 - 5.05.4 Semi-annual driver record check;
 - 5.05.5 Proof of negative tuberculosis skin test;
 - 5.05.6 Documentation of pre-employment and random drug and alcohol testing.

6.0 Physical Examinations for Bus Drivers

- 6.01 Physical examinations as required by law and rule for school bus drivers may be given by either a licensed physician or an advanced practice nurse only.
- 6.02 Each school district shall require all school bus drivers to undergo a physical examination by a licensed physician or an advanced practice nurse upon a conditional offer of employment and before they are allowed to drive a school bus. The purpose of such physical examination is to ensure that the employee can perform the job-related duties of a bus driver and to determine if any reasonable accommodations are required. The results of the physical examination shall be reported on a U.S. Department of Transportation Form (DOT) or the "School Bus Driver Physical Examination Form" (Form) promulgated by the Division as evidenced by Exhibit A to these rules and which is hereby incorporated by reference into these rules as if fully set forth herein. The results of all physical examinations shall be used in compliance with the Americans with Disabilities Act.
- 6.03 Each school district shall require all currently employed school bus drivers to undergo and pass a physical examination by a licensed physician or an advanced practice nurse at least every two (2) years.
- 6.04 A school bus driver who seeks a renewal of his or her driver certificate shall provide proof that he or she has satisfactorily;
 - 6.04.1 ~~(1) passed~~ Passed a physical examination given by a licensed physician or advanced practice nurse within the previous two (2) years; and
 - 6.04.2 ~~(2) completed~~ Completed in-service training for bus drivers as prescribed by the Division.
- 6.05 The physical examination described in §§ 6.02 and 6.03 of these rules, above, shall require the licensed physician performing the examination to make the following determinations:
 - 6.05.1 The visual acuity of each eye (must be at least 20/40 with or without corrective lenses);
 - 6.05.2 The fit of the driver's glasses, if applicable;
 - 6.05.3 The percentage of field of vision possessed by the driver (with a minimum of 70% necessary to qualify as a "yes" response on the Form);

- 6.05.4 Absence of color blindness, with the specific colors to be tested being red, green and amber;
 - 6.05.5 Hearing (with a demonstrated ability to perceive a forced whispered voice from at least five (5) feet away with or without the use of a hearing aid, or average hearing loss in the better ear of less than or equal to forty (40) decibels needed to successfully pass this portion of the physical examination;
 - 6.05.6 Indications of cardiovascular disease of such a nature that would interfere with driving a school bus;
 - 6.05.7 Abnormalities of the lung that would interfere with driving a school bus;
 - 6.05.8 Blood pressure (within normal limits);
 - 6.05.9 Amputation of member (arm, hand, leg, or foot)
 - 6.05.10 Evidence of epilepsy or seizures;
 - 6.01.11 Use of drugs other than those prescribed by a physician; and
 - 6.05.12 Diabetes (insulin dependent).
- 6.064 Upon conclusion of the physical examination, the licensed physician or advanced practice nurse shall indicate on the Form, based upon the determinations made on the areas listed in § 6.03 above and the guidelines listed on the Form, whether the driver is physically qualified to drive a school bus. The examining official shall date and sign his or her name to the Form.
- 6.075 Results of physical examinations shall be maintained under strict confidentiality by each district's central administrative office. Only the following persons shall be allowed access to the results of these physical examinations: supervisors and managers to determine necessary restrictions and accommodations in an employee's job duties; first aid and safety personnel should an employee's disability require emergency treatment; and government officials upon request who are investigating compliance with the Americans with Disabilities Act.

7.0 Preventive Maintenance Inspections

- 7.01 The Preventive Maintenance Inspection (PMI) control system is designed to give shop management an improved method for scheduling and controlling the necessary cycles of maintenance inspection performed in local school districts.
- 7.02 Using the PMI control system will enable the school system to certify, at least once each month, that each school bus used during that month has received the proper safety inspection. Preventive maintenance inspections will be scheduled as follows:
 - 7.02.1 Inspection A - Safety Equipment Inspection with Air Brake Adjustment 1,000 miles or monthly.
 - 7.02.2 Inspection B - Inspection A plus Oil Change - Gasoline (3,000 miles) or Diesel (6,000 miles or service manual recommendation)
 - 7.02.3 Inspection C - Inspection A plus B plus Tune-up (gasoline only) 12,000 miles.
 - 7.02.4 Inspection D - Inspection A, B, and C plus Transmission 24,000 miles.
- 7.03 Completed inspection results shall be kept on file by the school district as long as the district owns the bus.
- 7.04 Repair Procedure. Each day, the bus driver will complete a Driver Inspection Report to be turned in to the director or designee at the end of each day so that a work order can be generated if necessary. All repairs will be performed and documented by the signature of the mechanic completing the repair. After repairs are completed, a copy of the work order will be furnished to the driver for verification and a copy will be filed in the individual vehicle file folder.
- 7.05 Each school district shall maintain a maintenance file on all school buses owned or operated.
 - 7.05.1 Maintenance files shall contain a written record of all mechanical work, service performed, and all parts (which are removed or replaced at periodic preventive maintenance intervals or for any emergency service). Maintenance shall meet or exceed manufacturer's recommended service interval for each body or chassis component and for all repairs.

7.05.2 A maintenance record shall also contain at a minimum the year, make, model, vehicle identification number, mileage, bus number and district, nature and due date of the various inspection and maintenance operations to be performed, a record of all inspections, repairs and maintenance including date and nature.

7.06 The individual school bus files shall be readily accessible to the Arkansas Department of Education, ~~and/or the Division of Public School Academic Facilities and Transportation~~, and the authorized inspector.

8.0 Annual School Bus Inspections by the Division

8.01 ~~Arkansas Division of Academic Facilities and Transportation~~ inspectors shall inspect all buses and audit school district transportation systems annually, in compliance with the criteria contained in the “Arkansas School Bus Inspection Handbook” (Handbook), as evidenced by Exhibit B to these rules and which is hereby incorporated by reference into these rules as if fully set forth herein.

8.02 School districts shall self-inspect all of their buses on a semi-annual basis, utilizing the criteria found in the Handbook.

8.03 ~~Arkansas Division of Academic Facilities and Transportation~~ inspectors shall have the authority to take any school bus out of service that is determined to be out of compliance with established safety criteria, and to issue an “Out of Service” notice.

8.04 Each bus shall be issued an inspection sticker upon successfully passing inspection.

8.05 No school district shall operate any school bus declared “Out of Service” until all repairs required by the out of service notice has been completed and the bus is re-inspected by ~~an a~~ an Arkansas Division of Academic Facilities and Transportation school bus inspector.

9.0 Parental Monitors on School Buses

9.01 A school district board of directors may create and implement a program to authorize a parent of a child enrolled in the school district to act as a monitor in a school bus transporting students to and from school.

9.01.1 A parental monitor under this section is a qualified volunteer under the Arkansas Volunteer Immunity Act, § 16-6-101 et seq.

9.01.2 The board of directors of a local school district implementing a program under § 9.01 shall require, as a condition for initial employment or non-continuous reemployment as a parental monitor, any person making application to apply to the Identification Bureau of the Department of Arkansas State Police for statewide and nationwide criminal records checks, the latter to be conducted by the Federal Bureau of Investigation.

9.02 Nothing in this § 9.0 shall be construed to override or supersede any local school district policy regarding the use of adult volunteers as monitors or chaperones on a school bus transporting students to and from school-sponsored activities.

Exhibit A

**Arkansas Division of Academic Facilities & Transportation
SCHOOL BUS DRIVER PHYSICAL EXAMINATION FORM**

NAME OF DRIVER _____

ADDRESS _____

PHYSICAL FITNESS:

1. EYES:

VISUAL ACUITY _____ RIGHT _____ LEFT _____

GLASSES PROPERLY FITTED: YES _____ NO _____

FIELD OF VISION: (Minimum of 70%) YES _____ NO _____

COLOR BLIND (RED-GREEN-AMBER) PASS _____ FAIL _____

2. HEARING: PASS _____ FAIL _____

(Must perceive forced whispered voice \geq 5ft. with or without hearing aid, or average hearing loss in better ear \leq 40db.)

3. INDICATIONS OF CARDIOVASCULAR DISEASE THAT WOULD
INTERFERE WITH DRIVING A SCHOOL BUS: YES _____

_____ NO _____

4. ABNORMALITIES OF THE LUNGS THAT WOULD INTERFERE WITH
DRIVING A

SCHOOL BUS: YES _____ NO _____

5. BLOOD PRESSURE: (WITHIN NORMAL LIMITS)

YES _____ NO _____

6. AMPUTATION OF MEMBER:

ARM _____ HAND _____ LEG _____ FOOT _____

7. EVIDENCE OF EPILEPSY OR SEIZURES: YES _____ NO _____

8. CLINICAL DIAGNOSIS OF ALCOHOLISM: YES _____ NO _____

9. USE OF DRUGS OTHER THAN THOSE PRESCRIBED BY A PHYSICIAN:

YES _____ NO _____

10. DIABETIES (INSULINE DEPENDENT): YES _____ NO _____

11. ELIGIBILITY TO DRIVE A BUS:

QUALIFIED _____ DISQUALIFIED _____

SIGNED: LICENSED PHYSICIAN/ADVANCED PRACTICE NURSE

DATE

The following is intended to provide guidelines that will assist the physician in determining whether the driver is physically qualified to drive a school bus.

1. Eyes –
 Visual Acuity – must be at least 20/40 with or without corrective lenses.
 Glasses – must be properly fitted.
 Field of Vision – if answer is no, then not qualified to drive a school bus.
 Color Blind – if answer is fail, then not qualified to drive a school bus.
2. Hearing – if answer is fail, then not qualified to drive a school bus.
3. Cardiovascular Disease – if answer is yes, then not qualified to drive a school bus.
4. Lung Abnormalities – if answer is yes, then not qualified to drive a school bus.
5. Blood Pressure – must be within normal limits.
6. Amputation – if answer is yes to any, the examining official may approve the examinee if the amputation does not effect their ability to drive a school bus.
7. Epilepsy/Seizures – if answer is yes, then not qualified to drive a school bus.
8. Alcoholism – if answer is yes, then not qualified to drive a school bus.
9. Drug Use – if answer is yes, then not qualified to drive a school bus.
10. Diabetes – if insulin dependent, then not qualified to drive a school bus.

(Exception: If physician has controlled diabetes for a minimum of six (6) months with the use of insulin, the driver may be approved to drive.)

Exhibit B

INTRODUCTION

This school bus inspection handbook is a guide for local systems to use when inspecting their buses semi-annually. The guidelines are minimal conditions for the safe operation of school buses. If the buses do not meet these conditions then the vehicle is considered unsafe and will not be operated.

The yearly inspection conducted by the AR Division of Academic Facilities and Transportation uses these same guidelines to determine the condition of each bus. You are encouraged to make copies of the SDOE Inspection Form and use it for your semi-annual inspection form.

Special attention at the local level should be placed on:

1. Preventive maintenance program
2. Bus driver daily inspections
3. Documentation of gas, oil, daily and monthly inspections, etc.
4. Communication between parents, students, bus driver, transportation supervisors, principals, superintendents and local board members on local board policies concerning transportation.

There may be other circumstances which may arise to cause a bus to be taken off the road until repaired.

Commission for Arkansas Public School Academic Facilities and Transportation

Rules Governing Maintenance and Operation of Public School Buses and
Physical Examinations of School Bus Drivers

Summary of Changes

Changes made before public comment period:

- Grammatical, stylistic, numbering, and technical corrections are made to sections **1.01, 3.00, 3.03, 3.06, 3.08, 3.13, 3.17, 3.18, 3.20, 4.02.2, 4.03.7.1, 4.05.1, 6.00, and 7.00.**
- Sections **3.02** (formerly 3.01), **3.11, 4.02.1, and 4.04.1** are amended to change the length of the master plan from ten (10) years to six (6) years, per Act 1006 of 2011.
- Section **3.01.5** is deleted because the term defined is not used in this rule.
- Sections **3.06, 3.24, 3.25, 4.03.2.1 through 4.03.2.3, and 4.03.3.1 through 4.03.3.4** are added to clarify local school district responsibilities and the Division's operations regarding the maintenance management system required by Ark. Code Ann. § 6-21-808(c)(2)(B).
- Section **3.09** is revised for clarity.
- Section **3.01.12** is revised and moved to **3.15** because the Guidelines are not regulatory in nature and are being removed from these rules.
- Section **3.14** is amended per the change of definition made by sections 6 and 9 of Act 1006 of 2011.
- Section **3.16** is amended per the change of definition made by sections 7 and 10 of Act 1006 of 2011.
- Section **4.05.2** is moved to **5.03** for clarity.
- Section **8.01** is rewritten to reflect the pending revisions to the appeal rules.
- **Appendix A**, the Master Plan Guidelines for 2009-2011, is repealed in its entirety because the guidelines are outdated and are not regulatory in nature.

**COMMISSION FOR ARKANSAS PUBLIC SCHOOL
ACADEMIC FACILITIES AND TRANSPORTATION
RULES GOVERNING THE ~~TEN (10) YEAR~~ FACILITIES MASTER PLAN**

~~March 16, 2010~~

1.00 REGULATORY AUTHORITY

- 1.01 The Commission for Arkansas Public School Academic Facilities and Transportation's ~~authority for promulgating~~ enacts these Rules ~~is pursuant to pursuant to its authority as set forth in Ark. Code Ann. §§ 6-21-112 et seq. (Act 1327 of 2005) 6-21-114, 6-21-801 et seq., (Act 1426 of 2005), 25-15-204 and Act 989 of 2007 and 25-15-201 et seq.~~

2.00 PURPOSE

- 2.01 The purpose of these Rules is to establish a program and process for establishing a format for districts to begin creating ~~ten-year (10)~~ facilities master plans in accordance with State legislation, in an ongoing effort to remediate deficiencies in academic facilities.

3.00 DEFINITIONS

~~3.01~~—For the purposes of these Rules, the following terms mean:

- ~~3.01-1~~ Academic facility – a building or space, including related areas such as the physical plant and grounds, where public school students receive instruction that is an integral part of an adequate education as described in Ark. Code Ann. § 6-20-2302.
- 3.01.4-1 A public school building or space, including related areas such as the physical plant and grounds, used for an extracurricular activity or an organized physical activity course as defined in Ark. Code Ann. § 6-16-137 shall not be considered an academic facility for the purposes of this rule to the extent that the building, space, or related area is used for extracurricular activities or organized physical activities courses, except for physical educational training and instruction under Ark. Code Ann. § 6-16-132;
- 3.01.4-2 The Division of Public School Academic Facilities and Transportation shall determine the extent to which a building, space, or related area is used for extracurricular activities or organized physical activities courses based on information

supplied by the school district and, if necessary, on-site inspection.

- 3.01.4.3 Buildings or spaces, including related areas such as the physical plant and grounds, used for pre-kindergarten education shall not be considered academic facilities for purposes of these Rules; and
 - 3.01.4.4 District administration buildings and spaces, including related areas such as the physical plant and grounds, shall not be considered academic facilities for the purpose of these Rules.
- 3.01.2 Amended Facilities Master Plan - A revised Facilities Master Plan, submitted at any time during the ~~ten-year~~ six-year cycle if a district has encountered one of the following conditions:
- 3.01.2.1 A major enrollment change; or
 - 3.01.2.2 A major disaster; or
 - 3.01.2.3 A major curriculum change; or
 - 3.01.2.4 An unforeseen occurrence.
 - 3.01.2.5 The format for submission will be as outlined in the most current Master Plan Guidelines.
- 3.01.3 Annexation – the joining of an affected school district or part of the school district with a receiving district under Ark. Code Ann. §§ 6-13-1401 et seq. ~~through 6-13-1411.~~
- 3.01.4 Appendix – A shortened amendment to an approved Master Plan submitted if a district has begun or completed a self-funded project over which the Division has only review authority, but which was omitted from the Master Plan submittal. The format for submission will be as outlined in the most current Master Plan Guidelines.
- 3.01.5 ~~Arkansas Facility Condition Index – The ARFCI is the established Facility Condition Index modified to give weighted values to the public educational facility needs identified in the 2004 facility assessment. It assists in prioritizing the school district campuses, on a statewide basis, with the greatest need.~~
- 3.01.6 CMMS (Computerized Maintenance Management System) – The computerized software system purchased by the Division at no cost to the

districts to track maintenance work orders and preventative maintenance work.

3.06 Consolidation - the joining of two (2) or more school districts or parts of the districts to create a new single school district under Ark. Code Ann. §§ 6-13-1401 et seq. ~~through 6-13-1411.~~

~~3.04.7~~ Custodial activities – routine and renovation cleaning activities related to daily operations and upkeep of a public school facility, including related supervisory and management activities.

~~3.04.8~~ Division – The Division of Public School Academic Facilities and Transportation.

3.09 Facility Condition Index - ~~means~~ that particular index obtained by dividing the ~~presently~~ existing condition costs, ~~not including projected life cycle costs, to bring a public school academic facility up to current codes by the facility's replacement cost, (that cost to bring a public school academic facility up to current standards) by the facility's replacement cost,~~ using data for such costs available in 2004 or later data if the Division has such data available.

~~3.104.9~~ Facilities distress status – a public school district determined by the Commission for Public School Academic Facilities and Transportation as being in academic facilities distress status.

~~3.011.10~~ Facilities master plan – a ~~ten (10)~~ six (6) year plan developed by a school district that contains:

3.11.1 Enrollment projections for ~~ten (10)~~ years from the date of the plan;

3.11.2 The school district's strategy for maintaining, repairing, renovating, and improving through new construction or otherwise the school district's academic facilities and equipment; and

3.11.3 ~~other~~ Other information required by law.

~~3.04.124~~ Foundation funding – shall have the same meaning as in Ark. Code Ann. § 6-20-2303.

~~3.01.12~~ Guidelines ~~Master Plan Guidelines are non-regulatory forms and instructions which are necessary to complete the submission process. The Guidelines are attached to these Rules as "Appendix A" and which are hereby incorporated into and made a part of these Rules as if fully set forth~~

~~herein. They are found on the Division Web Site (www.arkansasfacilities.com).~~

~~The failure of a district to comply with the Guidelines does not mean that the district's submission will not be considered by the Division.~~

~~3.01.13~~ Local resources – any moneys generated by a school district for the purpose of funding the school district's share of financial participation in any academic facilities project for which a school district is eligible to receive state financial participation under priorities established by the Division of Public School Academic Facilities and Transportation. Also referred to as "raised funds" for the purpose of self funded projects.

~~3.01.14~~ Maintenance, repair, and renovation – any activity or improvement to a public school facility and, if necessary, related areas, such as the physical plant and grounds, that:

~~3.01.14.1 Maintains, maintains, conserves, or protects the state, condition or efficiency of the public school facility; or~~

~~3.01.14.2 Brings the state, condition or efficiency of the public school facility up to the facility's original condition of completeness or efficiency.~~

3.15 Master Plan Guidelines – Formatting and submission instructions published by the Division for the purpose of submitting master plans. They are found on the Division Web Site (www.arkansasfacilities.com).

~~3.01.165~~ New construction – any improvement to an academic facility and, if necessary, related areas, such as the physical plant and grounds, that brings the state of condition or efficiency of the academic facility to a state; of condition or efficiency better than the academic facility's original current condition of completeness or efficiency. New construction ~~also~~ includes a new addition to an existing academic facility and construction of a new academic facility.

~~3.01.176~~ Project – an undertaking in which a school district engages in:

~~3.01.176.1~~ Maintenance, repair, and renovation activities with regard to an academic facility;

~~3.01.176.2~~ New construction of an academic facility; or

~~3.01.176.3~~ Any combination of maintenance, repair, and renovation activities with regard to an academic facility and new construction activities with regard to an academic facility.

~~3.01.187~~ Public School Facility – any public school building or space, including related areas such as the physical plant and grounds, that is used for any purpose, including, without limitation:

~~3.01.187.1~~ An extracurricular activity;

~~3.01.187.2~~ An organized physical activity course defined in Ark. Code Ann. § 6-16-137;

~~3.01.187.3~~ Pre-kindergarten education;

~~3.01.187.4~~ District administration; or

~~3.01.187.5~~ Delivery of instruction to public school students that is an integral part of an adequate education as described in Ark. Code Ann. § 6-20-2302.

~~3.01.198~~ Public School Facilities Custodial, Maintenance, Repair and Renovation Manual - a document which contains uniform standards to direct custodial, maintenance, repair and renovation activities in public school facilities, and which is hereby incorporated into and made part of these rules, as “Appendix C” to these rules, as if the Manual was fully set forth herein.

~~3.01.1920~~ Public School Academic Facilities Manual – a document which contains uniform standards to guide the planning, design and construction of new academic facilities and additions to existing academic facilities, and which is hereby incorporated into and made a part of these Rules, as “Appendix B” to these Rules, as if the Manual was fully set forth herein.

~~3.01.1920.1~~ Variances to the Arkansas Public School Academic Facilities Manual standards may be granted by the Division upon the presentation of evidence of:

3.20.1.1 ~~existing~~ Existing conditions that makes compliance with applicable standards impractical or unreasonably burdensome; or

~~3.01.1920.1.2~~ Other conditions determined by the Division as warranting a variance from applicable public school academic facility standards.

~~3.01.210~~ Reconstitution – the reorganization of the administrative unit or the governing school board of a school district, including, but not limited to,

the replacement or removal of a current superintendent, the removal or replacement of a current school board, or both.

~~3.01-221~~ 3.21 School district – a geographic area with an elected board of directors that qualifies as a taxing unit for purposes of ad valorem property taxes under Title 26 of the Arkansas Code and which board conducts the daily affairs of public schools under the supervisory authority vested in it by the General Assembly and Title 6 of the Arkansas Code.

~~3.01-232~~ 3.22 Self-Funded Project - ~~means~~ a project that is one hundred percent (100%) raised and funded by the school District, that shall be submitted to and approved by the Division upon compliance with state codes and standards. It will be submitted as an Appendix to the most current school district Master Plan.

3.24 Work Order – an approved work request that will be tracked using the CMMS.

3.25 Work Request – the initial identification of a perceived maintenance need to the maintenance department of a public school. A work request may or may not be identified by a designated official to be a work order.

4.00 ACADEMIC FACILITIES MASTER PLAN PROGRAM – PURPOSE

4.01 The purpose of the Academic Facilities Master Plan Program is to:

4.01.1 Establish a mechanism for state supervision of school district activities impacting academic facilities and equipment;

4.01.2 Develop and continually update information critical to identifying academic facilities needs at the local level across the state; and

4.01.3 Allow the state to manage state financial participation in eligible local academic facilities projects.

4.02 The Academic Facilities Master Plan Program shall require each school district to:

4.02.1 Develop a ~~ten (10)~~ six (6) year district wide facilities master plan that shall be approved by the school district's board of directors for submission to and approval by the Division ~~of Public School Academic Facilities and Transportation~~; and

4.02.2 Base its facilities plan on ~~the~~;

4.02.2.1 Provisions ~~provisions~~ of the Arkansas Public School Academic Facility Manual as adopted by the Commission for Public School Academic Facilities and Transportation; ~~and on~~

4.02.2.2 Priorities ~~priorities~~ indicated by statewide assessment; ~~;~~

4.02.2.3 Priorities ~~on priorities~~ established by the Division's statewide facility needs priority list; and

4.02.2.4 Other ~~other~~ pertinent data specific to the needs of the school district with regard to academic facilities and equipment.

4.03 The district wide facilities master plan shall include, at a minimum, the following:

4.03.1 A schedule of custodial activities for each public school facility used by a school district;

4.03.2 A schedule of maintenance, repair, and renovation for each academic public school facility used by a school district. The schedule shall distinguish between work associated with academic facilities and work associated with nonacademic public school facilities;

4.03.2.1 School districts shall participate in the state-level computerized maintenance management system (CMMS) to track maintenance, repair, and renovation work orders.

4.03.2.2 School districts are encouraged to implement a work-request system that allows certified staff and classified staff working primarily in a public school facility to utilize the CMMS to inform a public school's maintenance department of needs and to allow the responsible person to prioritize responses and establish work orders.

4.03.2.3 A school district's maintenance work orders should reflect the designated work categories and should be documented upon completion.

4.03.3 Documentation that describes preventive maintenance work for each public school facility and identifies the completion date of the work. The documentation shall distinguish between preventative maintenance work associated with academic facilities and

preventative maintenance work associated with nonacademic public facilities;

4.03.3.1 School districts shall participate in the CMMS to track preventative maintenance work.

4.03.3.2 School districts should enter preventative maintenance schedules into the CMMS for the systems existing in all academic and non-academic facilities.

4.03.3.3 School districts should document completed preventative maintenance work orders in the CMMS.

4.03.3.4 School districts should schedule state-mandated inspections required in Ark. Code Ann. § 6-21-813(e) in the CMMS. Only one schedule per system per district is required.

4.03.4 Annual expenditures of the school district for all custodial, maintenance, repair, and renovation activities in the school district. The section of the facilities master plan pertaining to annual expenditures shall distinguish between expenditures associated with academic facilities and expenditures associated with non-academic public school facilities;

4.03.5 A projected replacement schedule for major building systems in each public school facility;

4.03.6 Identification of issues with regard to public school facility and program access to individuals with disabilities and, if necessary, proposed methods for improving access;

4.03.7 Identification of committed projects within the district that includes, as applicable, a breakdown of the portion of each project between maintenance, repair, and renovation activities and new construction activities;

4.03.7.1 The ~~and the~~ portion of a committed project pertaining to maintenance, repair and renovation activities shall identify, as applicable, ~~maintenance, repair and renovation~~ activities associated with academic facilities and ~~maintenance, repair and renovation~~ activities associated with nonacademic public school facilities;

4.03.8 Annual expenditures of the school district for capital outlay;

- 4.03.9 Description of planned new construction projects with cost estimates for each public school facility, and needs prioritized as set forth in § 4.05 below; and
- 4.03.10 Narrative analysis of facility needs and response plans to address the overall district strategy of providing suitable, adequate and maintained public school facilities.
- 4.04 Districts shall submit a master plan to identify prioritized needs of the district as follows:
 - 4.04.1 The district's Master Plan shall be submitted to the ~~Division of Public School Academic Facilities and Transportation Division~~ by February 1, of each even numbered year with the following needs to be addressed:
 - 4.04.1.1 Immediate needs that the school district intends to address within three (3) years following the submission of the facilities master plan; and
 - 4.04.1.2 ~~Short term needs that the school district intends to address within the four (4) to six (6) years following the submission of the facilities master plan; and~~
 - 4.04.1.3 ~~Long term needs that the school district intends to address within the seven (7) to ten (10) years following the submission of the facilities master plan.~~ four (4) to six (6) years following the submission of the facilities master plan.
- 4.05 In addition, as part of and at the same time of the submission of the facilities master plan, the school district shall provide evidence of the following:
 - 4.05.1 Public comments from public hearings regarding the district's facilities master plan; which ~~are to~~ must be held in the same locality as the school district; and;
 - 4.05.2 ~~Evidence of the school district's insurance coverage, including coverage amounts, types of coverage, identification of buildings covered, policy renewal dates, and all riders must be submitted to the Division no later than July 1 of each even numbered year.~~
 - 4.05.3 Evidence of current student enrollment projections for a period of ten (10) years beginning with the first year of the master plan submission.

5.00 SUBMISSION PROCESS

Each school district in the state shall, in accordance with applicable state law, these Rules, and the guidelines published by the Division:

- 5.01 Submit the district's facilities master plan, with a summary of comments made at public hearing, to the Division by February 1 of each even numbered year.
- 5.02 Submit a report to the Division by February 1 of each odd-numbered year that includes:
 - 5.02.1 An automated update of all completed projects since the most recent submission;
 - 5.02.2 Current enrollment projections;
 - 5.02.3 New or continuing needs of the district with regard to academic facilities; and
 - 5.02.4 An accounting of any changes to the district's insurance coverage from the most recent submission.
- 5.03 Submit evidence of the school district's insurance coverage, including coverage amounts, types of coverage, identification of buildings covered, policy renewal dates, and all riders, to the Division no later than July 1 of each even numbered year
- 5.04 A school district which has encountered one of the conditions listed in Section 3.01.2 of these Rules may submit an Amended Master Plan to the Division out of the regular even-numbered year cycle.

6.00 DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES AND TRANSPORTATION RESPONSIBILITIES

The Division shall:

- 6.01 Establish procedures (guidelines) and timelines for submittals of preliminary master plans, master plan outlines, and master plans;
- 6.02 Hold consultation meetings with districts regarding preliminary master plans, master plan, outlines, and master plans to ~~assure~~:

6.02.1 ~~Understanding~~ Assure understanding of the general goals of the master plans and reports, and the criteria by which projects will be evaluated;

6.02.2 Discuss ways the master plan may be structured to meet said goals;

6.02.3 Assist districts in preparing accurate budgets and reasonable projects schedules; and

6.02.4 Provide efficiency and productivity in the approval process as to both local academic facilities projects and state financial participation in local projects.

7.00 APPROVAL PROCESS

The Division shall:

7.01 Review, and upon all requirements being met, approve master plans no later than September 1 of each even numbered year; and ~~shall~~

7.02 ~~Notify~~ ~~notify~~ a district no later than May 1 of each odd-numbered year ~~that~~ whether the district's application for state financial participation for the upcoming biennium has been approved.

8.00 APPEAL PROCESS

8.01 Appeals of Division determinations are governed by the Commission For Arkansas Public School Academic Facilities And Transportation Rules Governing Appeals From Determinations Of The Arkansas Division Of Public School Academic Facilities And Transportation.

~~A school district may appeal any a determination of the Division to the Commission as follows; by submitting that appeal commensurate with Commission Rules Governing Commission Appeals dated March 2008.~~

STATE OF ARKANSAS

**DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES and
TRANSPORTATION**

ACADEMIC FACILITIES MASTER PLAN PROGRAM

MASTER PLAN GUIDELINES for 2009-2011 Biennium

Arkansas Division of Public School



Academic Facilities & Transportation

SUBMITTAL DEADLINE FEBRUARY 1, 2008

**PLEASE NOTE THAT IN ORDER TO EFFECTIVELY CREATE YOUR
MASTER PLAN YOU WILL NEED TO USE THE FOLLOWING WEBSITE:**

www.arkansasfacilities.com

**THAT WEBSITE CONTAINS THE FILES NEEDED TO REVIEW AND SUBMIT
TO THE DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES AND
TRANSPORTATION**

**Revised to incorporate changes from ADE Commissioner's Memo
Number: COM-08-055 dated 11/20/2007**

Arkansas Division of Public School



Academic Facilities & Transportation

Division of Public School Academic Facilities and Transportation

Facilities Master Plan - 2008

Submission Date _____

School District _____

School District LEA _____

School District Address _____

Phone _____ **Fax** _____

Superintendent _____

Email Address _____

Facilities Master Plan Authors (if more names, please attach separate sheet)

Name _____ **Phone** _____ **Email** _____

Name _____ **Phone** _____ **Email** _____

(BELOW LINE FOR DIVISION USE)

Date of Most Recently Approved Master Plan _____

Received By: _____ **Date:** _____

Approved By: _____ **Date:** _____

I. Introduction

~~The facilities goal of the State of Arkansas is to have all schools in all school districts meet the standards for suitability and adequacy as stated in the Arkansas Public School Facility Manual. The school district Facility Master Plan is the backbone of the State of Arkansas goal to provide these facilities for all of its students. It embodies specifics of each school district, bringing them together into a cohesive plan to serve as a guide for the district toward having suitable and adequate facilities. The Master Plan is the district's plan to move from its present facility condition of their district to this goal of suitable and adequate facilities, as defined by the state, by tying together the district's present facility conditions and needs, student population growth and movements, academic needs and educational delivery systems into a district wide, campus specific plan that provides a roadmap toward making the facilities compliant with the state standards. The Facility Master Plan should consider priority of need in conjunction with financial ability and provide for a coordinated program toward reaching the goal of suitable facilities that support the district's academic program. It should complement the facility requirements of the school district's technology master plan, educational delivery system plan, maintenance plan and other plans the district has which may be affected by facilities.~~

II. Purpose

~~The Academic Facilities Master Plan (A.C.A. 6-21-805) is one of the foundations of the Arkansas Public School Academic Facilities Program. The purposes of the Master Plan are to –~~

- ~~▪ Establish a mechanism for State supervision of school district activities impacting academic facilities and equipment;~~
- ~~▪ Develop and continually update information critical to identifying academic facilities needs at the local level and across the state; and~~
- ~~▪ Allow the State to manage state financial participation in eligible academic facilities projects~~

~~A.C.A §6-21-806 requires that school districts:~~

- ~~▪ Develop a ten (10) year district wide facilities master plan that shall be approved by the school district's board of directors for submission to and approval by the Division of Public School Academic Facilities and Transportation;~~
- ~~▪ Base its facilities master plan on the provisions of the [Arkansas School Facility Manual](#) as adopted by the Commission for Public School Academic Facilities and Transportation and on priorities indicated by statewide assessment, on priorities established by the Division of Public School Academic Facilities and Transportation statewide facility needs priority list, and other pertinent data specific to the needs of the school district with regard to academic facilities and equipment;~~
- ~~▪ Present a draft of the facilities master plan in a public hearing in the same locality as the school district and take public comments;~~

- ~~Submit evidence of the district's insurance coverage by July 1 of each even numbered year, including coverage amounts, types of coverage, identification of buildings covered, policy renewal date, and all riders;~~
- ~~Submit facilities master plan with a summary of comments made at public hearing to the Division by February 1 of each even numbered year; and~~
- ~~Submit a report to the Division by February 1 of each odd numbered year that includes description of all projects completed in the school district since the submission of the most recent facilities master plan, the school district's current enrollment projections, new or continuing needs of the school district with regard to academic facilities and equipment, and an accounting of any changes in the school district's insurance coverage from the most recent submission.~~

III. Master Plan Requirements

~~School districts may submit its Master Plan in either an electronic format using the Master Plan web tool or in two three ring notebooks that will contain numbered tabs that address the statutory requirements of A.C.A. 6-21-806. The notebooks should contain a cover page on the front cover and a notebook spine label that contains the school district name, "Master Plan", the date "February 1, 2008", and Volume I or Volume II, as appropriate. The 15 tabs are listed below and described in the following paragraphs.~~

~~Volume I will contain Tab 1 through Tab 8 and Tab 12 through Tab 15. Volume II will contain Tabs 9, 10, and 11.~~

District Overview

~~Tab 1 — District Information Page (Page 2 of these instructions) (Only required with notebooks or hard copy submissions)~~

~~Tab 2 — School Board Resolution~~

~~Tab 3 — Public Hearing~~

~~Tab 4 — District Enrollment Projections (Not required. Optional if district provides revised enrollment projects)~~

~~Tab 5 — Community and District Profile (Not required). Planning Considerations~~

~~Tab 6 — Master Plan Narrative Summary (Not required). General Planning Considerations~~

Facilities

~~Tab 7 — Insurance Coverage~~

~~Tab 8 — Identification of Access Issues~~

~~Tab 9 — Custodial Activities Schedule~~

~~Tab 10 — Maintenance, Renovation, Repair Activities Schedule~~

~~Tab 11 — Preventative Maintenance Documentation~~

~~Tab 12 — Projected Replacement Schedule for Life Cycle Systems~~

Projects

~~Tab 13 — Committed Projects~~

~~Tab 14 — Planned New Construction Projects~~

Financial

~~Tab 15 Annual Expenditures for Maintenance/Repair and Capital Outlay~~

District Overview

~~Tab 1. District Information Page. (Not required if submitting master plan electronically).~~

~~Provide the completed Page 2 of these instructions for district contact information if submitting notebooks or other hard copy information.~~

~~Tab 2. School Board Resolution.~~

~~Provide a copy of the signed School Board resolution that approved this Master Plan.~~

~~Tab 3. Public Hearing.~~

~~Provide a description of how your community was involved in the development of this ten year master plan. Include a “summary of comments made at public hearing”; including dates, times, places of the meetings, and approximate number of attendees.~~

~~Tab 4. District Enrollment Projections. (Not required. Optional if district provides revised enrollment projections.)~~

~~The district’s enrollment growth and suitability needs are predicated on the maximum projected enrollment during the next ten years. Enrollment projections for each district are available for viewing at <http://www.facilitymaps.state.ar.us/> (Under “Click A Button to Get A Report” select the “District” Button and then choose your District from the pop-up menu). Current enrollment projections posted on the web site were developed using the October 2005 Average Daily Membership (ADM). Revised enrollment projections are available on the Division’s web site.~~

~~The Cohort Survival method was used to develop the projections provided on the web site. If the district agrees with these projections no further action is required. If the district believes that the provided enrollment projections are not the best representation of future enrollments, submit an enrollment projection displaying the district’s current enrollment projections by grade level for the next ten years. The district projection should also include an analysis of the demographic or other factors that substantiate the differences in their projections with those provided by the Division.~~

~~Tab 5. Community and District Profile (Submittal not required). Planning Considerations:~~

~~School district existing and anticipated future conditions affect school facilities. The following areas should be considered in your planning for school district needs:~~

Facility Information

- ~~1. Facilities not owned by the district but used (or jointly used) by the district.~~
- ~~2. Land that is being purchased by the district.~~
- ~~3. Portable buildings used for academic purposes. (Plans for replacement of portable buildings should be incorporated with this Master Plan.)~~
- ~~4. District facilities that are being leased to other organizations.~~

Demographic Information

- ~~5. Population and geographic features of the district that affect school facilities needs and utilization (e.g. remoteness of communities, area of district, etc.)~~
- ~~6. Population trends of the school district and surrounding areas.~~
- ~~7. Economic environment of the district and surrounding areas (e.g. major new employers, closing of major businesses, etc.)~~
- ~~8. Other community factors that will affect school facility needs.~~

Educational Considerations

- ~~9. Current and future instructional delivery system(s) used in your district. (e.g. self-contained classrooms, team teaching, distance learning, block scheduling). Describe the anticipated effects on facility needs.~~
- ~~10. Educational programs that have unique school facility needs (e.g. reading recovery, vocational agriculture, technology). Identify the unique facility needs.~~
- ~~11. Anticipated school boundary changes or consolidation of schools within the district.~~
- ~~12. Current district grade configuration, any anticipated grade configuration changes, and the anticipated effects on facility needs.~~
- ~~13. Transportation or food service issues that affect facility needs.~~
- ~~14. Planned local enhancements beyond statewide adequacy standards or any other educational considerations that could affect facilities.~~

Tab 6. Master Planning Considerations. (Submittal not required).

~~The information in this tab provides the foundation for the Master Plan as it contains the district's strategy and vision to provide an adequate education for its students. The district should review their academic programs, delivery methods, and their existing public school facilities in terms of current and life cycle condition, suitability, adequacy, and ability to address growth requirements.~~

~~The following are planning considerations to assist in the development of the school district Master Plan:~~

- ~~1. Identify your most critical facility deficiencies from the facility assessment and your recorded work request logs. Identify and prioritize the needs that contribute most to the facility status of being maintained in a safe, dry and healthy environment. Analyze these deficiencies and separate them to see if they can be corrected through new construction that would qualify under the Partnership Program or under self funded maintenance projects.~~
- ~~2. Analyze your “end of life” systems at each campus. Identify the year of most likely replacement of the system. (Tab 12)~~
- ~~3. Analyze each school campus in terms of the student enrollment and determine its suitability, required size based on number of students. Consider inter and intra school movements such as grade changes and consolidations both within the school and between schools. Use the Program of Requirements located in Section 2, Chapter 5 of the web based Arkansas School Facility Manual to determine the correct school facility size for the number of students considered in the plan. Expand the Program of Requirements to list the existing spaces to determine any overages or shortfalls. Facilities must be designed to accommodate the maximum number of students expected during the next ten year period.~~
- ~~4. Analyze student growth and student enrollment projections or district movement to determine facility needs. Consider any changes to current student assignment plans.~~
- ~~5. Analyze campuses to determine educational adequacy, the correct size and type educational spaces to deliver the district’s academic program. This analysis is based on the extended Program of Requirements in step 3. Identify academic areas needs to be corrected. Consider the replacement of portable buildings as not being suitable or adequate for academic purposes over an extended period of time. Consider other district plans which have facility ramifications, such as technology plan, educational delivery plan and financial plans.~~
- ~~6. Compile these three areas (condition, suitability/growth, and adequacy) to assist in determining the campus with the greatest needs. Prioritize your campuses based on these criteria. Review the Arkansas Facility Condition Index (ARFCI) ranking of all state campuses that is contained on the Division’s web site. This prioritization comprises the district’s individual campus plan.~~
- ~~7. Analyze each campus plan as to how these needs are best addressed over the period of the Master Plan. Prioritize the campus needs amongst all campuses. Develop a time line to begin correcting the campus needs. (All needs are not required to be completed within the ten year span of the Master Plan, BUT steady, deliberate, well planned out progress must be established).~~
- ~~8. Examine your campus plans to insure all intercampus considerations are made. This comprises the facility portion of the Master Plan.~~
- ~~9. Analyze your financial ability to support your facility plan. Integrate these to finalize the timeline of projects needed to address your district needs. Enter the projects as detailed in Tab 14.~~

~~A. Facilities~~

~~Tab 7. Insurance Coverage.~~

~~The district must provide a copy of their Statement of Values from their insurance provider, such as the Arkansas School Board Association (ASBA), Arkansas Insurance Department, or any other provider of insurance for its school buildings. The information must include coverage amounts, types of coverage, identification of buildings covered, policy renewal dates, and all riders. (Districts are reminded to be sure the minimum insurance values established by law in Act 625 of 2007 are met).~~

~~Tab 8. Identification of Access Issues.~~

~~Provide the Division with identification of issues with regard to public school facility and program access to individuals with disabilities and, if applicable, proposed methods for improving access.~~

~~Tab 9. Custodial Activities Schedule.~~

~~The district must provide schedule of custodial activities for each public school facility in the district.~~

~~Appendix B of the Custodial and Maintenance Manual (Section 3 of the Arkansas School Facility Manual) located on the Division's web site provides suggested custodial schedule formats.~~

~~Tab 10. Maintenance, Renovation, Repair Activities Schedule.~~

~~The district must provide a schedule of maintenance, repair, and renovation activities for each public school facility used by the school district. The schedule must distinguish between work associated with academic facilities and work associated with non-academic public school facilities.~~

~~Maintenance, renovation, and repair activities are scheduled as part of a work request system to allow others to inform the maintenance department of needs and allow the responsible person(s) to prioritize responses.~~

~~Districts must provide a narrative description of the type of work request system used by your district including:~~

- ~~1. How work requests are originated and reviewed, if applicable, in the facility and forwarded to the maintenance department.~~
- ~~2. How work requests are scheduled.~~
- ~~3. How your system distinguishes between work requests for academic and non-academic public school facilities in order to schedule maintenance, renovation, and repair activities.~~

~~Tab 11. Preventative Maintenance Documentation.~~

~~The district must provide documentation that describes preventative maintenance work for each public school facility and identifies the completion date of the work. The documentation must distinguish between preventative maintenance work associated with academic facilities and preventative maintenance work associated with nonacademic public school facilities.~~

~~Documentation must include;~~

- ~~1. List of Preventative Maintenance inspection items or areas by facility.~~
- ~~2. A schedule of inspection times for each of the items identified in 1 above.~~
- ~~3. Documentation on inspections completed as of January 1, 2008.~~

~~Documentation from a computerized work order scheduling and tracking system would satisfy these documentation requirements.~~

~~Tab 12. Projected Replacement Schedule.~~

~~The district will provide a projected replacement schedule for major building systems in each public school facility. Using the form provided in the Master Plan web based tool on the Division web site, enter the year of projected replacement. One row must be completed for each public school facility, including non-academic facilities. The projected replacement date for the end of life system does not automatically mean the system will be replaced that year by the district, but represents the district's current forecast of the projected replacement date.~~

~~To determine the Division's APPLE data base information for end of life for facility systems, district life cycle reports are available in the Reports tab of the master planning tool under Master Planning Reports.~~

~~B. Projects.~~

~~Use the Master Planning Web Based Application (located on the Division's web site).~~

~~Districts will use the web based tool to revise district information, to indicate 2004 assessment deficiencies and other facility projects that have been completed, and to enter district facility Master Plan projects. Appendix A of these Guidelines contains instructions on how to use this tool, and instructions and helpful information are also included within the application. You can access the tool by logging onto the Division's web site at www.arkansasfacilities.com and going to the link for the Master Planning application. The following instructions and Appendix A references should be followed when using this application. Districts should be able to review and revise much of the required information from their February 1, 2007 Master Plan update.~~

- ~~a. Revise District Information: The district will be required to enter a point of contact for Master Plan coordination with the Division [Appendix A, page A 4]. Revise other data as appropriate. [Appendix A, pages A 4 through A 8]~~
- ~~b. Review and update deficiency lists: Follow the instructions within the application to review the deficiency lists for all schools and buildings. Mark deficiencies that have~~

~~been corrected as “completed”. Mark deficiencies that the district believes are in error “suspended.” [Appendix A, pages A-9 through A-11]~~

~~Districts should review each deficiency individually on its own merits and should not make sweeping changes of deficiencies to “suspended”. Districts are reminded that deficiencies are used in the computation of a facility’s Facility Condition Index (FCI) and the Arkansas Facility Condition Index (ARFCI) that are used in the Division’s review and prioritization of facility needs.~~

~~e. Enter Master Plan projects: [Appendix A, pages A-12 through A-16]~~

~~A Master Plan Project is defined as a new construction or major renovation project, regardless of funding source.~~

- ~~1. The district must enter **all** new construction projects, regardless of source of funding, for all public school facilities, including both academic and non-academic facilities, with a breakdown of the portion of each project between maintenance, repair, and renovation and new construction. (Cost estimating tools are available on the Division web site.)~~
- ~~2. It is very important that project numbers are formatted correctly. Refer to page A-13 of these guidelines for the correct format.~~
- ~~3. The ten year master plan must reflect projects planned to begin from July 1, 2008 through June 30, 2018.
 - ~~i. Immediate needs projects must be entered for 2008—2011.~~
 - ~~ii. Short term needs projects must be entered for 2011—2014.~~
 - ~~iii. Long term needs projects must be entered for 2014—2018.~~~~
- ~~4. Districts should review and revise project information submitted for the February 1, 2007 Master Plan Update.
 - ~~i. Revise project numbers, if necessary, to meet the required format.~~
 - ~~ii. Update project information, if necessary, such as project scope, dates, status, projected budget, and estimated annual costs.~~
 - ~~iii. Since Tab 12 contains projected replacement schedules for major life-cycle systems, districts may delete life cycle projects submitted with the 2007 master plan update that are not planned. (To receive Partnership Program funding, projects must be included on the district’s master plan.)~~~~
- ~~5. Partnership Program Considerations:
 - ~~**i. DISTRICTS SHOULD NOTE THAT PROJECTS TO BE SUBMITTED FOR PARTNERSHIP PROGRAM FUNDING FOR THE NEXT BIENNium, FISCAL YEARS 2009-2010 AND 2010-2011, MUST BE INCLUDED WITH THIS FEBRUARY 1, 2008 MASTER PLAN SUBMISSION. APPLICATIONS FOR PARTNERSHIP**~~~~

**~~PROJECTS WILL BE SUBMITTED BY MARCH 3, 2008.
(PARTNERSHIP APPLICATION GUIDELINES TO BE
AVAILABLE WITHIN 60 DAYS).~~**

- ~~ii. Section 9 of Act 989 of 2007 establishes a minimum project cost for Partnership Program new construction projects of the lesser of \$150,000 or \$300 per student. Same system projects may not be combined across multiple facilities (campuses) nor multiple system projects combined to meet the minimum dollar threshold for Partnership Program funding.~~
- ~~iii. To receive consideration for state financial participation, districts must submit project applications for Partnership Program funding. Inclusion of projects on the district's Master Plan does not submit the project for consideration for Partnership Program funding, nor does it serve as justification for the Partnership Program consideration. The Partnership project application submittal must clearly support the Master Plan and not simply be listed on the district's project list submitted through the web tool.~~
- ~~iv. Partnership projects will only be considered if they address requirements identified in the Master Plan and are to correct, through new construction, safe, dry and healthy deficiencies along with projects to address the district goals to achieve suitable and adequate facilities and to compensate for student growth or other enrollment change.~~

~~d. Provide additional information for other capital projects and end of life deficiency projects completed since February 1, 2007. [Appendix A, pages A-12 through A-16]~~

~~Step b. required the district to review and indicate which deficiencies have been completed. For any of those completed deficiencies that were "end of life" system projects for any of five major systems (HVAC, roof, structural, plumbing, and electrical service) and for other completed capital facility projects, submit information including the project description, school, and total project cost using the web-based tool. Districts must enter the completed projects using the same general process as outlined in step c. for new Master Plan projects with the following additional instructions:~~

- ~~1. Scope Include detailed scope of project and indicate the facilities funding program, if any, that the project received state financial participation from. For end of life projects, include Assess ID from deficiency list and provide detailed system information including quantity, unit of measure, and year replaced so new life cycle for system can be established~~
- ~~2. Status Complete~~
- ~~3. Budget Final total project cost~~

~~Tab 13. Committed Projects.~~

~~After all projects have been entered, for notebook submission, print out a hard copy of the Committed Projects Report from the Reports tab in the web-based master plan application.~~

~~Tab 14. Planned New Construction Projects.~~

~~For notebooks print out a copy of the Planned Projects from the Reports tab in the application.~~

~~D. Financial Information:~~

~~Tab 15. Annual Expenditures for Custodial, Maintenance, Repair, and Renovation Activities and Capital Outlay~~

~~The most current APSCN Annual Statistical Report contains much of this information. Item 58 on that report displays Maint/Operation of Plant Services, and Item 77 displays Capital Expenditures. For annual expenditures of the school district for custodial, maintenance, and repair activities, the district must distinguish between expenditures associated with academic facilities and expenditures associated with nonacademic school facilities.~~

~~The Annual Statistical Report may be found by going to the Arkansas Department of Education (ADE) web site located at <http://arkansased.org/> and following the quick link to APSCN. From the APSCN menu select Reports, then select the Annual Statistical Report page.~~

IV. Master Plan Submissions:

Even Numbered Year Submissions:

~~School districts are required to submit Master Plans, covering a ten year period, by February 1 of each even numbered year. The plans will be submitted in the format contained herein and with the tabulated project data required.~~

Odd Numbered Year Submissions:

~~Master Plans are required to be updated by February 1 of each odd numbered year. The Master Plan updates are to include:~~

- ~~1. Description of all projects completed in the school district since the submission of the most recent facilities Master Plan;~~
- ~~2. The schools district's current enrollment projections;~~
- ~~3. New or continuing needs of the school district with regard to academic facilities; and~~
- ~~4. An accounting of any changes in the school districts insurance coverage from the most recent submission.~~

Amended Master Plan Submissions:

~~Amended Master Plans may be submitted at any time during the Master Plan cycle when one of the following criteria has occurred:~~

- ~~1. A major enrollment change;~~
- ~~2. A major disaster;~~
- ~~3. A major curriculum change; or~~
- ~~4. An unforeseen occurrence.~~

~~The Amended Master Plan will take the same format as a Master Plan and remain effective until the next regular plan submission in the even numbered year. The amended Master Plan must fully explain the basis for the amendment. If applicable and needed to support the plan, the~~

~~Amended Master Plan will be accompanied by any Locally Funded Projects (LFP) deemed necessary to implement the amended plan.~~

~~Applications for Partnership Program projects to support the amended plan will not be accepted, but will be submitted in the even numbered year with the regular cycle Master Plan and Partnership Program submissions.~~

Master Plan Appendix:

~~An appendix to the Master Plan is an adjustment to the most current approved plan. It is to be used when the school district starts or completes a LFP (Locally Funded Project) which is "100% raised and funded by the school district". The appendix to the Master Plan will include as a minimum:~~

- ~~1. An addition explaining the project and the circumstances as to why it is being added at this time.~~
- ~~2. The explanation will include the basis of funding. If the local funds are derived from mills, the explanation will include the number of mills available above the Uniform Rate of Tax.~~
- ~~3. A statement that the funding of this project is not detrimental to the funding requirements to insure the school district facilities are maintained in a safe, dry and healthy condition.~~
- ~~4. The project will be added to the district project list in accordance with these guidelines.~~
- ~~5. The project will be subject to all applicable state reviews. The Division will approve the project upon compliance with state codes and standards.~~

V. Submission Requirements for February 1, 2008 Even Year Master Plan

~~Electronic submissions under this program must be entered into the web based master plan tool by midnight February 1, 2008. On February 2, 2008 the web based tool will become inaccessible for school district input.~~

~~Hard copy submissions as required under this program shall be postmarked or received via first class mail return receipt requested or via stamped receipt of hand delivery, in the **Office of the Director of The Division of Public School Academic Facilities and Transportation, 501 Woodlane Street, Suite 600, Little Rock, Arkansas 72201**, no later than 4:30 pm on February 1, 2008.~~

Checklist:

- ☐ ~~Did you provide complete information for all required tabs?~~
- ☐ ~~Do the master plan planned new construction projects for 2009-2019 support and accomplish district's facility needs and objectives?~~
- ☐ ~~DID YOU INCLUDE NEW CONSTRUCTION PROJECTS TO BE SUBMITTED FOR PARTNERSHIP PROGRAM FUNDING FOR 2009-1011 WITH THIS MASTER PLAN?~~

~~Appendix A~~

~~Arkansas Master Planning Application~~

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Overview

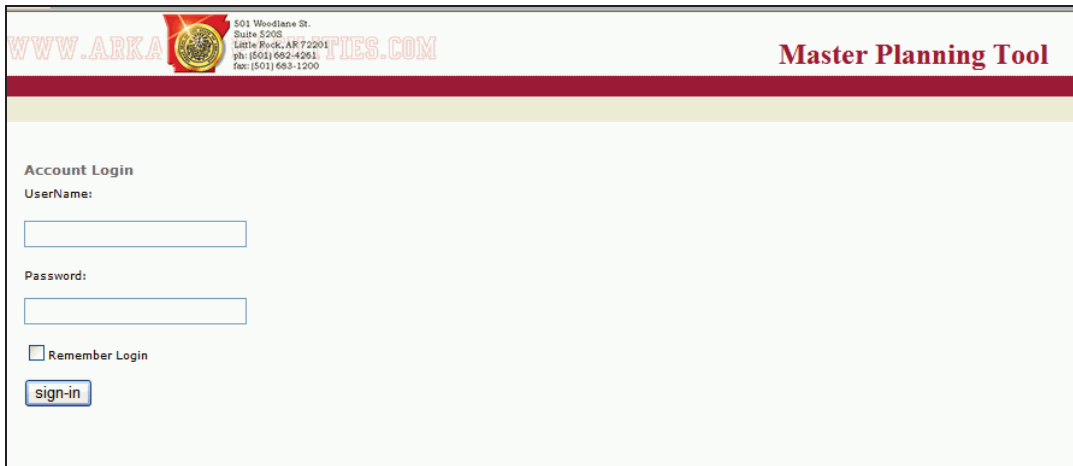
The Master Planning Web Tool (tool) was developed to allow districts to electronically submit documents and data pertaining to the annual Master Planning activities.

The items in the tool labeled with “Tabs” (1-15) corresponding to the aforementioned Master Planning Guidelines document (document), and for additional details on the nature of the information and documents required for each Tab, you should refer back the document.

Log in

To Log in to the Arkansas Master Planning Tool, go to the Division web site at <http://www.arkansasfacilities.com> and navigate to the 2007 Master Plan Update icon. Enter the appropriate credentials in the 'UserName' and 'Password' fields and click the  button.

Area Project Managers will provide school districts with their User Name and Password information. If districts would like their “UserName” and “Password” credentials changed, they should contact their Area Project Manager.



The screenshot shows the login interface for the Arkansas Master Planning Tool. At the top, there is a header with the website URL www.arkansasfacilities.com on the left, a small Arkansas state seal logo in the center, and contact information on the right: 501 Woodlane St., Suite 500S, Little Rock, AR 72201, ph: (501) 662-4261, fax: (501) 663-1200. To the right of the header, the text "Master Planning Tool" is displayed. Below the header is a horizontal bar with a light yellow background. The main content area is white and contains the "Account Login" section. This section includes labels for "UserName:" and "Password:" followed by text input fields. Below the password field is a checkbox labeled "Remember Login". At the bottom of the login section is a blue button with the text "sign-in".

Main Screen

The initial screen is comprised of three separate components (or frames): The Planning Tree, The Information Pane, and The Signoff Status / Responsible Party / Help Pane and Instruction Pane. These three frames are indicated in the following graphic as:

A The Planning Tree

B The Information Pane

C The Signoff Status / Responsible Party / Help Pane

The Main Screen

Master Planning Tool

Organization Reports Log Off

A

New Item Changed Item

1701000 - Alma School District

- General Information (Tab 1)
- Deficiencies
- District Projects (Tabs 13 & 14)
- Projected Replacement Schedule (Tab 12)
- Master Plan Document (Tabs 1-15)

B

501 Woodlane St.
Suite 600
Little Rock, AR 72201
ph: (501) 682-4261
fax: (501) 683-1200

Master Plan

Feb. 1, 2007 (Odd-Year Update)

<http://masterplan.arkansasfacilities.com>

Web Based Tool Revised on January 2, 2007 in response to school district comments

* General Information - School name and number may now be revised

* Deficiencies - New "Edit All" button allows districts to save all deficiency changes at one time

* Please use the District Entry Summary Report (top of report) to print all work for hard copy submission.

C

Signoff Status Responsible Party Help

	Close Date	By	Signoff
Tab 1			Signoff
Tab 2			Signoff
Tab 3			Signoff
Tab 4			Signoff
Tab 5			Signoff
Tab 6			Signoff
Tab 7			Signoff
Tab 8			Signoff
Tab 9			Signoff
Tab 10			Signoff
Tab 11			Signoff
Tab 12			Signoff
Tab 13			Signoff
Tab 14			Signoff
Tab 15			Signoff

☐ Full Tab Text

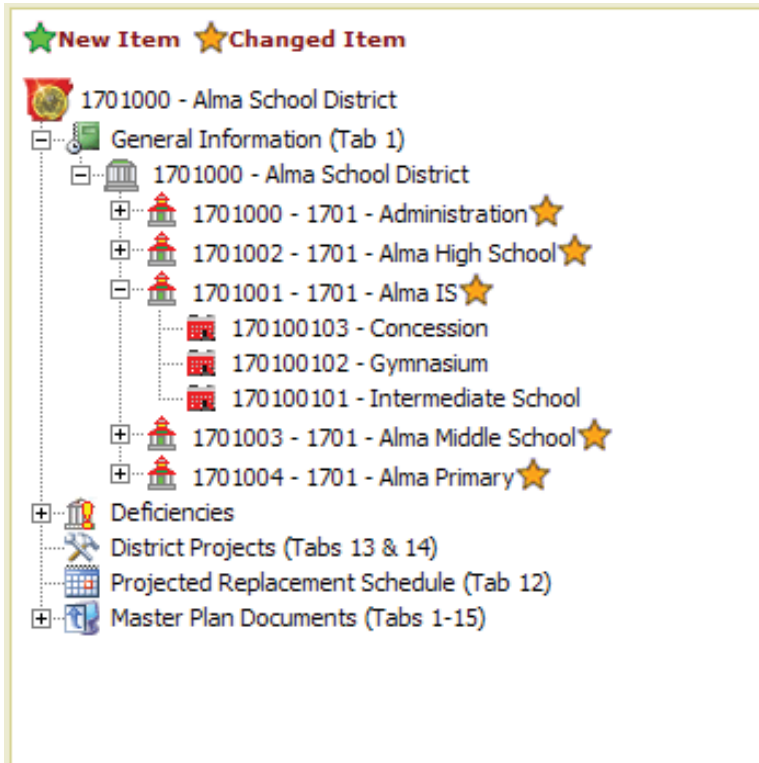
User: Alma District User

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The Planning Tree

Use the Planning Tree to navigate through the different tasks associated with the planning process. These tasks include General Information Updates (District, School, and Building), Assessment Deficiency Updates, District Project Creation for the district's Master Plan, Project Replacement Schedules to indicate replacement years for major systems, and Master Planning Documents to electronically submit documents associated with the Master Plan.

Click on the '+' or '-' to either expand or collapse the General Information or Deficiencies levels of the tree.



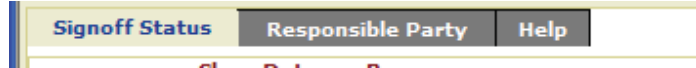
As seen in the preceding image, the tree has been expanded down to the building level in the General Information level of the tree. With the tree expanded, the user can then click on the lower level '+' symbols to expand that level. This can be done until the tree has been expanded to the building level.

By clicking the '-' symbol that occurs after the tree is expanded, the user can collapse that particular level of the tree.

Green stars next to a level in the Planning Tree indicate that that level is a New Item. Orange stars indicate levels for which updates have been recorded.

Signoff Status / Responsible Party / Help Pane

This pane contains three different types of information pertaining to the Master Planning tool and the process of entering data. This pane is arranged by tabs located at the top of the pane



Signoff Status

	Close Date	By	
Tab 1			SignOff
Tab 2			SignOff
Tab 3			SignOff
Tab 4			SignOff
Tab 5			SignOff
Tab 6			SignOff
Tab 7			SignOff
Tab 8			SignOff
Tab 9			SignOff
Tab 10			SignOff
Tab 11			SignOff
Tab 12			SignOff
Tab 13			SignOff
Tab 14			SignOff
Tab 15			SignOff

☐ Full Tab Text

Once all the information has been either modified to the district's satisfaction using the specific entry forms of the web tool or documents have been electronically uploaded to the web tool pertaining to a specific Tab, the user should sign off the Tab to indicate its completion.

Signoff data can be displayed in one of two ways: The default view above shows just the Tab number and associated Close Date and By whom information when a Tab is signed off. By clicking the ☐ Full Tab Text checkbox on the bottom of this pane the Tabs will be displayed with a full description to ensure you are signing off the correct Tab.

To signoff a Tab, manually review any revision to the data pertaining to the particular Tab to ensure its authenticity and completeness (This will only apply to Tabs 1,12,13,14 and any revisions to Deficiencies), or ensure all documents pertaining to a Tab have been uploaded and listed. Then press the **SignOff** button on the corresponding Tab line to indicate your completion of the Tab.

The rows corresponding to Tabs that have not been signed off will appear in Yellow with a Signoff button in the right hand column, while complete items will appear in Green, with the Signoff button removed, as indicated by Tab 1 below:

	Close Date	By	
Tab 1	12/3/2007	Alma District User	
Tab 2			SignOff
Tab 3			SignOff
Tab 4			SignOff
Tab 5			SignOff
Tab 6			SignOff
Tab 7			SignOff
Tab 8			SignOff
Tab 9			SignOff
Tab 10			SignOff
Tab 11			SignOff
Tab 12			SignOff
Tab 13			SignOff
Tab 14			SignOff
Tab 15			SignOff

☐ Full Tab Text

Note: Document submittal for Tabs 4, 5, and 6 is optional and not required. A signoff of these Tabs, as well as any other tab where no documents are submitted, is required to indicate that the information pertaining to this Tab was reviewed by the district, and the signoff will indicate that the decision to not upload any documents was the intended action of the district

Responsible Party

Signoff Status	Responsible Party	Help
<p>Person Responsible for District Information Update:</p> <p>Name: * District User</p> <p>Phone: * 501-555-1212</p> <p>Email: * user@ardistrict.com</p> <p>Fax:</p> <p>Save</p>		

The responsible party information is the person who is uploading Master Planning documents or updating the district information on the web tool who should be contacted in case of questions with the data or documents.

Data entry will not be permitted until all the required information (Indicated by a *) is provided. Once the Responsible Party contact information has been entered, press the **Save** button to accept this information and enable data to be edited.

Help

Signoff Status	Responsible Party	Help
----------------	-------------------	------

Master Planning Main Screen

Use the Planning Tree above to address District, School or Building information updates, assessment deficiency updates or to enter new planning projects for your district.

The Help pane displays information pertaining to the information being displayed in the Information Pane.

General Information Updates (See Guidelines, III, C. Projects, a.)

Upon expanding the General Information level of the tree to display the District Name, the user can then select the District name to generate the following update screen.

The screenshot shows the 'Master Planning Tool' interface. On the left is a tree view under 'Organization' with '1701000 - Alma School District' expanded. The main area displays 'District: 1701000 - Alma School District' with fields for 'Abbreviation: Alma School District', 'Planning Area: 15', and 'Web Site:'. Below this are 'Update Info' and 'New School' buttons. A 'District Contact Detail' section shows 'District Web Site: www.almasd.net' and a 'Contacts' table for the Superintendent. A 'Signoff Status' table lists 15 tabs, each with a 'Close Date', 'By', and 'Signoff' column. The bottom of the screen shows 'User: Alma District User' and a copyright notice for Magellan Consulting, Inc. 2007.

Signoff Status	Responsible Party	Help
Tab 1		Signoff
Tab 2		Signoff
Tab 3		Signoff
Tab 4		Signoff
Tab 5		Signoff
Tab 6		Signoff
Tab 7		Signoff
Tab 8		Signoff
Tab 9		Signoff
Tab 10		Signoff
Tab 11		Signoff
Tab 12		Signoff
Tab 13		Signoff
Tab 14		Signoff
Tab 15		Signoff

To edit the District Contact information, the user clicks on the **Update Info** button, located immediately above the Contact Detail to the right, as shown below:

This close-up shows the 'Update Info' button highlighted with a red box. Below it, the 'District Contact Detail' section is visible, showing 'District Web Site: www.almasd.net' and the start of the 'Contacts' table for the Superintendent.

By clicking on the Update Info button the user generates the following update screen:

Project Detail

District: 7205000 - Lincoln School District

District Contact Detail

District Web Site:

Contacts	Superintendent
Salutation:	Mr.
First Name:	James
Middle Name:	L.
Last Name:	Lewis, III
Street Address:	502 E.P. Rothrock Dr.
City:	Lincoln
State:	
Zip:	72744
Phone:	(479)824-3010
Fax:	(479)824-3045
Email:	jlewis@lincoln.nwsc.k12.ar.us

Save **Cancel**

The user can then update the District Contact information directly into the text boxes provided and save it to the database by clicking the **Save** button. If changes are made that are not accurate or if the user does not need to update the information, the window can be closed without saving these changes by hitting the **Cancel** button. The user is returned to the District Information screen.

If the District has recently built or acquired a new school that is not listed with the other schools in the Planning Tree, the user can add the school to the system by clicking on the **New School** button, as seen located below:

Update Info **New School**

District Contact Detail

District Web Site: www.almasd.net

Contacts **Superintendent**

This will generate the following screen where the user can then enter the appropriate information into the text boxes and save it to the database by hitting the **Save** button. If information that is entered is inaccurate or not necessary, hitting the **Cancel** button will close the Update School Information screen without saving the changes to the database. The user will be returned to the District Update screen.

WWW.ARKANSASPOLICE.COM
501 Woodlane St.
Suite 5200
Little Rock, AR 72201
ph: (501) 662-4261
fax: (501) 663-1200

Update School Information

School: ★-New School-

School Detail Information

Number: Short Name:

Long Name:

Type: --select-- Year opened: Enrollment:

Grades: Staff: Local Number:

Principal

Salutation:

Principal Name:

Street Address 1:

City:

State:

Zip:

Phone:

Fax:

Email:

Website:

Save Cancel

In order to edit the General Information related to both Schools and Buildings, the user would follow the same instructions outlined above for the District Update. At the School level, the user can update the School information or enter a new building. At the building level, the information associated with buildings can only be updated.

Note: Where the forms provide input for address information, please avoid using P.O. Boxes and provide the physical address of the District Administrator or School whenever possible.

Deficiencies (See Guidelines, III, C. Projects, b.)

This Planning tool allows the user to update the status of deficiencies identified during the 2004 Facility Condition Assessment. The user can edit deficiencies to be either "Complete" or "Suspended" based on the current status of the deficiency with regards to the district's planning process.

Use the following definitions. For "Complete", districts should mark those deficiencies that the district has addressed completely. Do not mark as "Complete" if only partially completed and further work is necessary. For "Suspended", districts should mark those deficiencies that the district believes are incorrect or do not exist.

In order to edit deficiency status, the user needs to expand the Planning Tree below the Deficiencies level to reveal the School level. At the school level of the tree, the user can edit the status of those deficiencies that are specific to the site or campus for that school. The user can also expand the school level of the tree to find the buildings associated with that campus. Clicking on a building will generate a list in the information pane of all the deficiencies associated with that building.

Below is a view of the school level deficiencies:

WWW.ARKAT.COM 301 Woodlawn Dr. Suite 400 Little Rock, AR 72091 ph: (501) 962-1041 fax: (501) 962-1200

Master Planning Tool

Organization Reports Log Off

★ New Item ★ Changed Item

- 1701000 - Alma School District
 - General Information (Tab 1)
 - Deficiencies
 - 1701000 - 1701 - Administration
 - 1701002 - 1701 - Alma High School
 - 1701001 - 1701 - Alma IS
 - 1701003 - 1701 - Alma Middle School
 - 1701004 - 1701 - Alma Primary
 - District Projects (Tabs 13 & 14)
 - Projected Replacement Schedule (Tab 12)
 - Master Plan Documents (Tabs 1-15)

Signoff Status Responsible Party Help

Tab	Close Date	By	Signoff
Tab 1	12/3/2007	Alma District User	Signoff
Tab 2			Signoff
Tab 3			Signoff
Tab 4			Signoff
Tab 5			Signoff
Tab 6			Signoff
Tab 7			Signoff
Tab 8			Signoff
Tab 9			Signoff
Tab 10			Signoff
Tab 11			Signoff
Tab 12			Signoff
Tab 13			Signoff
Tab 14			Signoff
Tab 15			Signoff

☐ Full Tab Text

District: 1701000 - Alma School District

School: ★ 1701002 - 1701 - Alma High School

Local Number: Building Area (GSF): 218,333

Print Deficiencies Edit All

System	Deficiency	ID	Priority	Qty. UoM	Repair Cost	Status	Edit
★ Electrical	School site lacks appropriate lighting.	105854	2	1 Ea.	2,083	Complete	
HVAC	Computer room lacks independent AC.	110352	4	1 Ea.	11,655	Estimated	
★ Specialties	School's PBX is undersized.	111622	4	1 Ea.	15,000	Complete	
★ Site	Bus drop-off area does not have a canopy.	112491	4	0.5 LF	16,880	Complete	
Specialties	School lacks an appropriate surveillance system.	112876	1	1 Ea.	17,445	Estimated	
★ Specialties	High School lacks appropriate wayfinding system.	114875	4	1 Ea.	12,245	Suspended	
★ Site	ADA - Accessible routes from parking or sidewalks to building are not fully compliant.	329077	2	1 LS	2,000	Complete	
★ Site	ADA - Accessible routes between buildings and facilities are not fully compliant.	329080	2	1 LS	2,000	Complete	
Site	ADA - Handicap parking spaces are not fully compliant.	329082	2	1 LS	600	Estimated	
Site	ADA - Existing curb ramps are not fully compliant.	340068	2	1 LS	800	Estimated	

User: Alma District User © Magellan Consulting, Inc. 2007 All Rights Reserved

Below is a view of the building level deficiencies:

www.ARKAS.com 303 Woodbine Dr. Suite 200 Little Rock, AR 72201 ph: (501) 662-4261 fax: (501) 662-1200

Master Planning Tool

Log Off

Organization **Reports**

New Item **Changed Item**

- 1701000 - Alma School District
- General Information (Tab 1)
- Deficiencies
 - 1701000 - 1701 - Administration
 - 1701002 - 1701 - Alma High School
 - 170100201 - G Wing
 - 170100205 - Gymnasium
 - 170100203 - Home Economics
 - 170100206 - Music/Band
 - 170100210 - Performing Arts
 - 170100207 - Physical Education
 - 170100208 - Press Box
 - 170100204 - Senior High School
 - 170100202 - Title 1 Reading
 - 170100209 - Visitor's Field House
 - 1701001 - 1701 - Alma IS
 - 1701003 - 1701 - Alma Middle School
 - 1701004 - 1701 - Alma Primary
- District Projects (Tabs 13 & 14)

Signoff Status **Responsible Party** **Help**

Tab	Close Date	By	Signoff
Tab 1	11/2/2007	Alma District User	Signoff
Tab 2			Signoff
Tab 3			Signoff
Tab 4			Signoff
Tab 5			Signoff
Tab 6			Signoff
Tab 7			Signoff
Tab 8			Signoff
Tab 9			Signoff
Tab 10			Signoff
Tab 11			Signoff
Tab 12			Signoff
Tab 13			Signoff
Tab 14			Signoff
Tab 15			Signoff

☐ Full Tab Text

District: 1701000 - Alma School District

School: 1701002 - 1701 - Alma HS

Building: 170100205 - Gymnasium

Use: School Instructional

Type: Permanent

Year: 1975

Area (GSF): 19659

Floors: 1

Building Deficiencies (31)

Room	System	Deficiency	Assess ID	Priority	Qty. UoM	Repair Cost	Status	Edit
Fire & Safety		End of Life: Emergency Lighting - Standby Battery Lighting System requires replacement	289686	1	14 Ea.	\$4,816	Estimated	
Fire & Safety		End of Life: Fire Alarm requires replacement	289693	1	19659 SF	\$23,693	Complete	
HVAC		End of Life: Controls - Electric requires replacement	289689	2	19659 SF	\$33,357	Complete	
HVAC		End of Life: Cooling Packaged Units - Split D/X Unit requires replacement	309438	2	4659 SF	\$35,863	Suspended	
HVAC		End of Life: Cooling Packaged Units - Roof Top Units require replacement	309439	2	15000 SF	\$107,548	Suspended	
Plumbing		End of Life: Faucets and Fixtures require replacement	289690	2	60 Ea.	\$62,919	Complete	
Plumbing		End of Life: Domestic Water Piping System requires replacement	289691	2	19659 SF	\$18,127	Suspended	
Roofing		End of Life: Roofing System1 - 4-Ply Built-Up requires replacement	341516	2	9659 SF	\$65,510	Complete	
Specialties		End of Life: Public Address and Intercom - Communications require replacement	289688	3	19659 SF	\$18,864	Estimated	
Technology		End of Life: Telephones - School Wide Telephones require replacement	289692	3	19659 SF	\$8,276	Complete	
Exterior		ADA - Accessible Doorways are not fully compliant	314269	2	1 LS	\$3,145	Estimated	
Fire & Safety		Strobe is missing and is needed	64611	1	12 Ea.	\$3,804	Complete	
Fire & Safety		Security System is missing and is needed	64612	2	19659 SF	\$23,072	Estimated	
Interior		ADA - Door Hardware is not fully compliant	313732	2	1 LS	\$315	Estimated	
Interior		ADA - Room dimension to create accessible toilet room is not fully compliant	314272	2	1 LS	\$3,932	Complete	

Print Deficiencies **Edit All**

User: Alma District User

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In order to edit the status of a deficiency, click on the button. The Status field will change to appear like the example below:

Building Deficiencies (19)

Room	System	Deficiency	Assess ID	Priority	Qty. UoM	Repair Cost	Status
Exterior		Joint Sealant requires replacement	83047	2	360 LF	\$1,520	Estimate
Interior		Wood Door/Frame (Single Hung) requires replacement	83048	3	67 Ea.	\$112,851	Estimated
Electrical		GFI Receptacle is missing and is needed	83050	1	10 Ea.	\$1,159	Estimated
Fire & Safety		Emergency Lighting (Fluorescent - 2'x4') is missing and is needed	83051	1	50 Ea.	\$19,865	Estimated
Site		Traffic Sign is missing and is needed	104618	2	4 Ea.	\$237	Estimated
Technology		End of Life: Telephones - School Wide Telephones require replacement	303445	3	42504 SF	\$17,894	Estimated

The user can now select the drop-down arrow next to the repair cost and generate the following list:


Estimate

--select--

Estimated



Complete

Suspended


At this point the user may change the deficiency status to either Complete or Suspended. Once the status has been changed, the user may click the  button to save the change. Changing the status of the deficiency to Complete or Suspended will remove the deficiency's cost from the database of needs for that particular site or building. The user can edit as many of the existing deficiencies as necessary.

To cancel and edit, the user can click the  button.

Alternatively, you can bring up an edit form to edit all the deficiencies for a school or building. Press the “Edit All” button as indicated below:

Building Deficiencies (6)							Print Deficiencies	Edit All
Room	System	Deficiency	Assess ID	Priority	Qty. UoM	Repair Cost	Status	Edit
★	Electrical	End of Life: Lighting Fixtures require replacement	289642	2	4484 SF	\$14,918	Complete	
	HVAC	End of Life: Controls - Electric requires	289639	2	4484 SF	\$7,608	Estimated	

The following form will be displayed:

www.arkansas.gov


 501 Woodlawn St.
 Suite 600
 Little Rock, AR 72201
 Tel: (501) 682-4201
 Fax: (501) 683-1200

Update School Deficiencies



School: 1701000 - 1701 - Administration
Building: ★170100001 - Administrative

School Deficiencies (6)

System	Deficiency	ID	Priority	Qty. UoM	Repair Cost	Status
★ Electrical	End of Life: Lighting Fixtures require replacement	289642	2	4484 SF	14,918	Complete
HVAC	End of Life: Controls - Electric requires replacement	289639	2	4484 SF	7,608	Estimate
HVAC	End of Life: Cooling Packaged Units - Roof Top Units require replacement	309432	2	4484 SF	32,150	Estimate
Interior	End of Life: Vinyl or Sport Flooring require replacement	289640	2	130 SF	551	Estimate
★ Plumbing	End of Life: Faucets and Fixtures require replacement	289638	2	26 Ea.	27,265	Suspend
★ Plumbing	End of Life: Domestic Water Piping System requires replacement	289641	2	4484 SF	4,134	Suspend

On this form, follow the directions from above in setting the Status for each deficiency. When you have completed adjusting the status, press the button to save all the changes made. To ignore the changes, press the button, and you will be returned to the main form without the changes taking effect.

If you wish to receive a view of all the deficiencies for a school or building that is suitable for printing, press the “Print Deficiencies” button as indicated below:

Building Deficiencies (6)				Print Deficiencies			Edit All	
Room	System	Deficiency	Assess ID	Priority	Qty. UoM	Repair Cost	Status	Edit
★	Electrical	End of Life: Lighting Fixtures require replacement	289642	2	4484 SF	\$14,918	Complete	
	HVAC	End of Life: Controls - Electric requires	289639	2	4484 SF	\$7,608	Estimated	

The Deficiency information is not directly associated with any of the Tabs (1-15), but is assumed complete when the district has completed signoff for all Tabs.

Note: It is in the best interest for the districts to indicate any status change to a deficiency, as they should have the best knowledge of the any maintenance activities that might have been performed relating to a specific deficiency.

District Projects (Tabs 13 & 14) (See Guidelines, III, C. Projects)

The District Projects level on the Planning Tree is used for creating District projects, including Projected and Committed project, as required in the Planning activities. When the District Projects level has been selected in the tree, the user is presented with a list of projects in the Information Pane.

WWW.ARKATIES.COM

561 Woodbine Dr.
Suite 600
Little Rock, AR 72209
ph: (501) 662-4261
fax: (501) 663-1200

Master Planning Tool

Log Off

Organization **Reports**

General Information (Tab 1)
Deficiencies
1701000 - 1701 - Administration
1701002 - 1701 - Alma High School
170100201 - G Wing
170100205 - Gymnasium
170100203 - Home Economics
170100206 - Music/Band
170100210 - Performing Arts
170100207 - Physical Education
170100208 - Press Box
170100204 - Senior High School
170100202 - Title I Reading
170100209 - Visitor's Field House
1701001 - 1701 - Alma IS
1701003 - 1701 - Alma Middle School
1701004 - 1701 - Alma Primer
District Projects (Tabs 13 & 14)
Projected Replacement Schedule (Tab 12)
Master Plan Documents (Tabs 1-15)

Signoff Status **Responsible Party** **Help**

Tab	Close Date	By	Signoff
Tab 1	12/3/2007	Alma District User	Signoff
Tab 2			Signoff
Tab 3			Signoff
Tab 4			Signoff
Tab 5			Signoff
Tab 6			Signoff
Tab 7			Signoff
Tab 8			Signoff
Tab 9			Signoff
Tab 10			Signoff
Tab 11			Signoff
Tab 12			Signoff
Tab 13			Signoff
Tab 14			Signoff
Tab 15			Signoff

☐ Full Tab Text

User: Alma District User

District: 1701000 - Alma School District
Abbreviation: Alma School District
Planning Area: 15
Web Site:

District Project List **New Project**

Project Number	School	Project Name	Edit/Delete
★ 0708-0LEA-063	--District Wide--	Test3	
★ 0708-1701-063	--District Wide--	Test	
★ 0708-1701-064	--District Wide--	Test2	
★ 10-05	--District Wide--	New Elementary School	
★ 08-01	1701 - Administration	Administration Roof	
★ 08-02	1701 - Administration	Administration AC	
★ 08-03	1701 - Administration	Administration Plumbing	
★ 08-04	1701 - Administration	Administration Electrical Distribution	
★ 08-05	1701 - Administration	Administration Maintenance Heating Furnace	
★ 08-06	1701 - Administration	Administration Maintenance Cooling	
★ 09-01	1701 - Administration	Administration Building Expansion	
★ 10-06	1701 - Administration	Administration Maintenance Plumbing	
★ 10-08	1701 - Administration	Administration Maintenance Roofing	
★ 15-01	1701 - Administration	Administration Maintenance Electrical	
★ 08-07	1701 - Alma HS	Alma HS Reading Roofing	
★ 08-08	1701 - Alma HS	Alma HS Reading Heating	
★ 08-09	1701 - Alma HS	Alma HS Reading Cooling	
★ 08-10	1701 - Alma HS	Alma HS Reading Electrical	
★ 08-11	1701 - Alma HS	Alma HS Home Ec Roofing System 1	
★ 08-12	1701 - Alma HS	Alma HS Home Ec Heating	
★ 08-13	1701 - Alma HS	Alma HS Home Ec Electrical Distribution	
★ 08-14	1701 - Alma HS	Alma HS Home Ec Electrical Service	
★ 08-15	1701 - Alma HS	Alma HS Roofing	

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To create a new project, the user clicks the **New Project** button. The user will be presented with the project creation screen as shown below:

Project Detail

District: 1701000 - Alma School District

New Projects (NEW)

Project Number **Project Name**

School Number, Name, and Type

Building Number and Name

Detailed Project Scope

Project Type

- ☐ New School
- ☐ New Building
- ☐ Addition to Building
- ☐ General Renovation

Project Category

- ☐ Enrollment Growth
- ☐ Suitability (School too Small)
- ☐ Condition - Current
- ☐ Condition - Lifecycle

Design Start Date **Construction Start Date** **Completion Date** **Status** **Area (GSF)**

Total Cost

Funding Code **Facility Type**

Planning Year Created **Planning Year Changed**

Expected Annual Cost for this Project

2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save **Print Project** **Cancel** **Close**

The user can now enter the required information related to a Master Plan Project.

When developing a Master Plan project, districts should consolidate new construction projects for similar work that will be done with one construction contract. The first year of a project is the year when the design of the project is initiated, and for Partnership Program projects should be the year that the application is submitted for initiation and the Partnership Program Project Agreement is signed. For example, a Partnership Program project with a beginning year of 2011-2012 is a project that is anticipated to be approved, the project agreement signed, and design begun during the period July 1, 2011—June 30, 2012.

Project numbers must be in the following format that contains year LEA and number: y1y2-0LEA-xxx, where y1y2 are the last two digits of the fiscal year that the district will begin the project, and if applicable, request Partnership Program funding. For example, 0708 refers to a project that will begin in fiscal year 2007-2008 (July 1, 2007—June 30,


2008). The middle four digits of the project number are the district's LEA number, including the leading zero, if applicable. The last three digits are a sequential numbering of district projects for year y1y2, beginning with 001. (2006-2009 projects that are included on the current master plan should use the xxx number corresponding to that master plan project number.) Non-academic facilities should begin numbering at y1y2-LEAx-701. Sample project numbers are 0708-0901-004 and 1112-7401-702.

Project Name should be a short description of project.

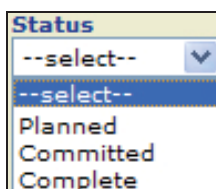
School Number, Name and Type is a drop-down list that allows the user to pick a location that already exists in their district for which the project will apply. Project Type requires one type to be selected that best suits the project being created. If the user selects General Renovation as a Project Type, a list of affected buildings systems appears. The user should identify all major systems that will be affected by the project being entered.

Building Number and Name is a drop-down list that allows the user to specify a building that is directly involved in the project scope.

Project Scope must be as complete as possible and must provide sufficient information so that state financial participation can be determined. The project scope should also detail if the project costs include any "maintenance, repair, and renovation" costs that are not eligible for state financial participation. If currently approved Master Plan projects for 2006-2009 are consolidated, the project scope should identify all currently approved Master Plan project numbers. Project scopes for consolidated projects must clearly identify all facilities and building systems included in the consolidated project.

Design Start Date, Construction Start Date, and Completion Date are to be entered to identify expected time frames for the project. The Completion Date should be the estimated time of the final acceptance of the project. The  button generates a calendar to ease the date entry for the user.

Status is a drop-down menu where the user can select a status for projects. A Partnership Program or self-funded project becomes a committed project when a School Construction Approval Form is submitted to the Division for the project. A complete project has construction completed, occupancy of the facility, and all state financial participation funds, if applicable, provided. All projects that are not committed or complete are planned.



Project Detail

District: 1701000 - Alma School District

New Projects

Project Number **Project Name**

School Number, Name, and Type
 --District Wide--
Building Number and Name
 --School Wide--

Detailed Project Scope

Project Type
☐ New School
☐ New Building
☐ Addition to Building
☒ General Renovation

Project Category
☐ Enrollment Growth
☐ Suitability (School too Small)
☐ Condition - Current
☒ Condition - Lifecycle

Site Systems
☐ Parking Lot / Drives
☐ Walkways, Drop Areas
☐ Playgrounds / Playfields
☐ Site Lighting
☐ Fencing
☐ Drainage

Building Systems (NEW)
☐ Roofing
☐ Exterior Walls
☐ Exterior Windows
☐ Exterior Doors
☐ Interior Floors
☐ Interior Walls
☐ Interior Ceilings
☐ Interior Other
☐ HVAC
☐ Electrical Lighting
☐ Electrical Distribution
☐ Electrical Other
☐ Plumbing
☐ Fire / Life Safety
☐ Specialties
☐ Structural
☐ Technology
☐ Life Safety
☐ Accessibility

Design Start Date **Construction Start Date** **Completion Date** **Status** --select-- **Area (GSF)**

Total Cost

Funding Code --select-- **Facility Type** --select-- **Planning Year Created** **Planning Year Changed**

Expected Annual Cost for this Project

2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save **Print Project** **Cancel** **Close**




Area (GSF) allows the user to input the square footage of the project. Project area for new facilities or facility additions must meet spacing requirements contained in the Program of Requirements contained in the Arkansas School Facility Manual. For roof projects, enter the area of roof system being replaced.



Total Cost is for the ~~total~~ estimated budget for the project.

The user should select the appropriate Funding Code (Partnership or Local) from the provided drop down. Likewise, the Project Category (Academic or Non Academic) drop down will also require a selection.

Facility Type allows the user to designate the type of facility affected by the project.

The Expected Annual Funding allows the user to input expected yearly total expenditures associated with the project that includes both district funding and state financial participation, if applicable. Prior actual expenditures for 2006-2007 and 2007-2008 must also be entered. The sum of the Expected Annual Funding entries must equal to the Total Cost entry.

All other text boxes and drop-downs are required to be completed accurately. Once the information is satisfactory, the user can hit the  button. If the user decides not to save changes, they can click the  button or simply use the  button.

The user can edit any projects that have been created by clicking on the  button associated with that particular project entry. If an entered project is no longer needed, the user can click the  button associated with the project. This will remove the project from the planning application.

Projected Replacement Schedule (Tab 12) (See Guidelines, III, C. Projects)

The Projected Replacement Schedule level on the Planning Tree is used for indicating the approximate calendar year a major system for a building is scheduled to be replaced. When the Projected Replacement Schedule level has been selected in the tree, the user is presented with a list of projects in the Information Pane.

Master Planning Tool

Organization | **Reports** | **Log Off**

District: 1701000 - Alma School District
Abbreviation: Alma School District
Planning Area: 15
Web Site:

Replacement Schedule (21) [Edit All](#)

School Name	Facility/Building Name	Building Number	Year of Scheduled Replacement				
			HVAC	Roof	Plumbing	Electrical	Structural
★ 1701 - Administration	Administrative	170100001	1999	2001	2005	2010	1975
★ 1701 - Administration	Administrative Annex	170100004					
★ 1701 - Administration	Maint/Storage	170100002					
★ 1701 - Administration	New Warehouse	170100003					
★ 1701 - Alma HS	G Wing	170100201					
1701 - Alma HS	Gymnasium	170100205					
1701 - Alma HS	Home Economics	170100203					
1701 - Alma HS	Music/Band	170100206					
1701 - Alma HS	Performing Arts	170100210					
1701 - Alma HS	Physical Education	170100207					
1701 - Alma HS	Press Box	170100208					
1701 - Alma HS	Senior High School	170100204					
1701 - Alma HS	Title 1 Reading	170100202					
1701 - Alma HS	Visitor's Field House	170100209					
1701 - Alma IS	Concession	170100103					
1701 - Alma IS	Gymnasium	170100102					
1701 - Alma IS	Intermediate School	170100101					
1701 - Alma Middle School	Concession	170100303					

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To edit this information, the user clicks the [Edit All](#) button. The user will be presented with the entry screen as shown below:

WWW.ARKANSASREPORTS.COM
 501 Woodlawn St.
 Suite 600
 Little Rock, AR 72201
 ph: (501) 662-4261
 fax: (501) 663-1200

Update School Deficiencies

1701000 - Alma School District

School Deficiencies (21)

School Name	Facility/Building Name	Building Number	Year of Scheduled Replacement				
			HVAC	Roof	Plumbing	Electrical	Structural
★ 1701 - Administration	Administrative	170100001	1999	2001	2005	2010	1975
★ 1701 - Administration	Administrative Annex	170100004					
★ 1701 - Administration	Maint/Storage	170100002					
★ 1701 - Administration	New Warehouse	170100003					
★ 1701 - Alma HS	G Wing	170100201					
1701 - Alma HS	Gymnasium	170100205					
1701 - Alma HS	Home Economics	170100203					
1701 - Alma HS	Music/Band	170100206					
1701 - Alma HS	Performing Arts	170100210					
1701 - Alma HS	Physical Education	170100207					
1701 - Alma HS	Press Box	170100208					
1701 - Alma HS	Senior High School	170100204					
1701 - Alma HS	Title 1 Reading	170100202					
1701 - Alma HS	Visitor's Field House	170100209					
1701 - Alma IS	Concession	170100103					

Save Cancel

Each building within the district, along with the school to which it belongs, will be displayed with grid-like entry cells available to indicate the year associated with the major system. The five (5) major systems are listed as columns, below which, and in the appropriate row for the building, the scheduled replacement year should be entered in the intersecting cell.

Once all the data has been entered, press **Save** and return to the main entry form. If you press **Cancel**, all items changed will be discarded and the previously entered values will be retained.

Note: You can download this as an Excel file, available on the Reports tab:

WWW.ARKANSASREPORTS.COM
 Little Rock, AR 72201
 ph: (501) 662-4261
 fax: (501) 663-1200

Organization Reports

★ New Item ★ Changed Item

1701000 - Alma School District

Press the **Tab 12 - Projected Replacement Schedule** report button to get a printable version of the report.

When the report is displayed, ① Select "Excel" from the export type drop-down list and then ② press the "Export" link, as shown below:

Report Viewer - Windows Internet Explorer

Projected Replacement Schedule

1 2

100% Find | Next Excel Export

Projected Replacement Schedule for Major Building Systems

School District: Alma School District Date: 12/4/2007 4:10:21 PM

School Name	Facility/Building Name	Building Number	Year of Scheduled System Replacement				
			HVAC	Roof	Plumbing	Electrical	Structural
1701 - Administration	Administrative	170100001					
1701 - Administration	Maint/Storage	170100002					
1701 - Alma HS	Agri	170100201					
1701 - Alma HS	Alma High School Addition	170100211					
1701 - Alma HS	Gymnasium	170100205					
1701 - Alma HS	Home Economics	170100203					
1701 - Alma HS	Music/Band	170100206					
1701 - Alma HS	Performing Arts	170100210					
1701 - Alma HS	Physical Education	170100207					
1701 - Alma HS	Press Box	170100208					
1701 - Alma HS	Senior High School	170100204					
1701 - Alma HS	Title 1 Reading	170100202					
1701 - Alma HS	Visitor's Field House	170100209					
1701 - Alma IS	Concession	170100103					
1701 - Alma IS	Gymnasium	170100102					

When prompted to do so, save the file to your local disk, as shown below:

File Download

Do you want to open or save this file?

Name: Projected_Replacement_Schedule.xls
Type: Microsoft Excel Worksheet, 13.0KB
From: www.arkansasfacilities.com

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

You can then open the Excel document locally on your system, make the necessary adjustments to the dates, and save the adjustments back to this local version. When you are ready to submit the document, proceed to the next section and upload the document to the appropriate Tab (Tab 12):

Note: Adding or changing any information to the submitted Excel document will not be reflected on the corresponding items depicted on the on-line tool. If you intend to make additions and changes to the School or Building names, it is recommended you do so through the steps outlined in the **General Information** section, and then make your Replacement Schedule adjustments using the on-line forms, rather than an attached Excel worksheet.

Master Planning Documents (Tabs 1-15) (See Guidelines, III)

The Master Planning Documents level on the Planning Tree is used for electronically uploading documents to the Master Planning tool. Documents can be in any electronic format that are supported. When the Master Planning Documents level has been selected in the tree, the user is presented with a list of projects in the Information Pane.

Master Planning Tool

Organization: 1701001 - 1701 - Alma IS, 1701003 - 1701 - Alma Middle School, 1701004 - 1701 - Alma Primary, District Projects (Tabs 13 & 14), Projected Replacement Schedule (Tab 12), Master Plan Documents (Tabs 1-15)

District: 1701000 - Alma School District
Abbreviation: Alma School District
Planning Area: 15
Web Site:

Manage Files for: Tab 2 - School Board Resolution (1)

File	Size	Type	Date
2008 Master Plan Guidelines 20070731.doc	1.4MB	doc	12/3/2007

Signoff Status: Responsible Party, Help

Tab	Close Date	By	Signoff
Tab 1	12/3/2007	Alma District User	Signoff
Tab 2			Signoff
Tab 3			Signoff
Tab 4			Signoff
Tab 5			Signoff
Tab 6			Signoff
Tab 7			Signoff
Tab 8			Signoff
Tab 9			Signoff
Tab 10			Signoff
Tab 11			Signoff
Tab 12			Signoff
Tab 13			Signoff
Tab 14			Signoff
Tab 15			Signoff

Full Tab Text


User: Alma District User

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Click on the Tab that is associated with the document you would like to upload and Information Pane will display a list of document already uploaded for this Tab, as well as the ability to add and maintain documents. Each document is hyperlinked (i.e. you may click on the document name in the list) so that you can preview the document that has been uploaded to the tool.

A document preceded by a indicates the document uploaded successfully and is available from the site. A document preceded by a indicates a document that was uploaded, but was not successfully saved to the site. If continued attempts to upload a document produce a preceding the document, please contact Arkansas Facilities to ensure there is not a problem with either the size or type of file you are attempting to upload.

To upload and edit documents, the user clicks the **Manage** button. The user will be presented with the entry screen as shown below:



501 Woodlane St.
Suite 600
Little Rock, AR 72201
ph: (501) 682-4561
fax: (501) 683-1200

WWW.ARKANSASDEP.EDU

District Info: 1701000 - Alma School District
Tab: 2 - Tab 2 - School Board Resolution
Document Location: Documents\1701000\Tab 2\

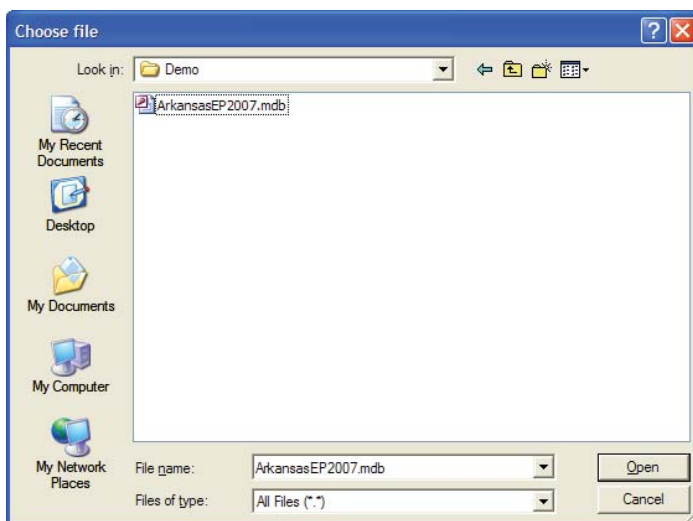
Upload File:



File Name	Size	Type	Phase	Upload Info	Delete
2008 Master Plan Guidelines 20070731.doc	1.4MB	doc	Tab 2	By Alma District User on 12/3/2007	<input type="button" value="X"/>


User: Alma District User © Magellan Consulting, Inc. 2007 All Rights Reserved

This form will allow users to browse to files located on their local systems and upload the document to the Master Planning tool.

Press the button to bring up the Windows Explorer, in which the user will be able to navigate to the document. Click on the document and press the button, as shown below to bring the document location into the tool:



Once all the document name appears in the Upload File textbox, press the  button to complete the upload. You can cancel this upload by pressing the  prior to upload.

To remove a previously uploaded document, press the  in the row corresponding to the document no longer needed, and the document will be removed from the Master Plan tool.

When you are finished, press  button and return to the main form.

Note: Below is a list of suggested file types supported by Arkansas Facilities. If your document type does not appear in the list below, please contact Arkansas Facilities to ensure the document is of a supported type.

~~.doc — Word Document~~
~~.pdf — PDF Document~~
~~.xls — Excel Worksheet~~
~~.ppt — Power Point presentation~~
~~.gif, .jpg, .bmp — Image file~~
~~.mdb — Access Database~~
~~.tiff — Scanned document~~

Commission for Arkansas Public School Academic Facilities and Transportation

Rules Governing the Academic Facilities Partnership Program

Summary of Changes

Changes made before public comment period:

- Sections **3.14** are amended to change the length of the master plan from ten (10) years to six (6) years, per sections 8 and 10 of Act 1006 of 2011.
- Section **3.15** is amended to remove an obsolete date reference.
- Sections **4.01** and **4.02** are rewritten to reflect that the Division is now capable of accepting partnership program applications in digital format.
- Section **4.05.3** is clarified to provide that same-system projects may not be combined across multiple facilities to meet the minimum dollar threshold for partnership program eligibility.
- The old 2009-2011 Partnership Program Application attached as **Appendix A** is deleted because it is outdated.
- Chapter 7 of the Arkansas School Facility Manual attached as **Appendix B** is revised to reflect technical specification changes recommended by the Division and its advisory committee.
- The old 2009-2011 Program of Requirements attached as **Appendix C** is deleted and replaced with a new version that is substantively the same but formatted differently.
- The Project Agreement attached as **Appendix D** has been revised for simplicity; outdated instructions attached as Appendix A to the Agreement have been deleted in their entirety; the forms attached as Appendix B to the agreement have been revised for clarity; and outdated recommended, non-binding contract suggestions attached as Appendices C and D have been deleted in their entirety.

**COMMISSION FOR ARKANSAS PUBLIC SCHOOL ACADEMIC FACILITIES
AND TRANSPORTATION RULES GOVERNING THE ACADEMIC
FACILITIES PARTNERSHIP PROGRAM**

December 16, 2010

1.00 AUTHORITY

- 1.01 The Commission for Arkansas Public School Academic Facilities and Transportation authority for promulgating these Rules is pursuant to Ark. Code Ann. §§ 6-21-114, 6-20-2507, 6-20-2512 and 25-15-201.
- 1.02 These Rules shall be known as the Commission for Arkansas Public School Academic Facilities and Transportation Rules Governing the Academic Facilities Partnership Program.

2.00 PURPOSE

- 2.01 The purpose of these Rules is to establish a process whereby the Arkansas Division of Public School Academic Facilities and Transportation shall provide state financial participation based upon a school district's academic facilities wealth index in the form of cash payments to a school district for eligible new construction projects.

3.00 DEFINITIONS - For the purpose of these Rules, the following terms mean:

- 3.01 "Academic facility" – A building or space, including related areas such as the physical plant and grounds, where public school students receive instruction that is an integral part of an adequate education as described in Ark. Code Ann. § 6-20-2302.
 - 3.01.1 A public school building or space, including related areas such as the physical plant and grounds, used for an extracurricular activity or an organized physical activity course as defined in Ark. Code Ann. § 6-16-137 shall not be considered an academic facility for the purposes of these Rules to the extent that the building, space, or related area is used for extracurricular activities or organized physical activities courses, except for physical educational training and instruction under Ark. Code Ann. § 6-16-132;
 - 3.01.2 The Division of Public School Academic Facilities and Transportation shall determine the extent to which a building, space, or related area is used for extracurricular activities or

organized physical activities courses based on information supplied by the school district and, if necessary, on-site inspection;

3.01.3 Buildings or spaces, including related areas such as the physical plant and grounds, used for pre-kindergarten education shall not be considered academic facilities for purposes of these Rules;

3.01.4 District administration buildings and spaces, including related areas such as the physical plant and grounds, shall not be considered academic facilities for the purpose of these Rules; and

3.01.5 Facilities owned and/or operated by education service cooperatives, leased facilities (other than facilities which are part of a lease purchase agreement), portable buildings, modular buildings and facilities owned by others but occupied by school districts are not considered academic school facilities for purposes of these Rules.

3.02 “Academic Facilities Partnership Program” – The process under which the Arkansas Division of Public School Academic Facilities and Transportation shall provide state financial participation based upon a school district's academic facilities wealth index in the form of cash payments to a school district for eligible new construction projects.

3.03 “Academic facilities wealth index” – A percentage derived from the following computations:

- (1) Determine the value of one (1) mill per student in each school district as follows:
 - (a) Multiply the value of one (1) mill by the total assessed valuation of taxable real, personal, and utility property in the school district as shown by the applicable county assessment for the most recent year; and
 - (b) Divide the product from (1)(a) above by the greater of the prior year average daily membership of the school district or the prior three-year average of the school district's average daily membership;
- (2) Determine student millage rankings by listing the computation under (1) above of this section for each school district from students with the lowest value per mill to students with the highest value per mill;

- (3) Allocate the student millage rankings into percentiles with the first percentile containing the one percent (1%) of students with the lowest value per mill and the one-hundredth percentile containing the one percent (1%) of students with the highest value per mill; and
 - (4) Divide the value of one (1) mill per student in each school district as computed under (1) above by the amount corresponding to the ninety-fifth percentile of the student millage rankings under (3) above.
 - (5) The percentage derived from the computation under (4) above is the academic facilities wealth index for a school district, which shall be computed annually and used to determine the amount of the school district's share of financial participation in a local academic facilities project eligible for state financial participation under priorities established by the Division of Public School Academic Facilities and Transportation.
- 3.04 “Add-ons” - Additional academic areas or spaces which are constructed as a part of or separate additions to an existing academic area or space, and which falls under the definition of “New Construction” contained in Section 3.15 3.17 of these Rules.
- 3.05 “Arkansas Public School Academic Facilities Manual” – A document which contains uniform standards to guide the planning, design and construction of new academic facilities and additions to existing academic facilities and which is hereby incorporated into and made a part of these Rules, as “Appendix B” to these Rules, as if the Manual was fully set forth herein. The Manual can also be accessed on the Division’s website (www.arkansasfacilities.com).
- 3.06 “Alternative Project” - A project proposed by the Division, that will accomplish creating a safe, dry and healthy atmosphere and meet the suitability need of the school district or individual school facility and is in compliance with the state standards. The state financial participation for the alternative project will be determined in accordance with Sections 3.23, 3.31, 5.02 and 6.03 of these rules. The Division will coordinate the development of the alternative project with the school district.
- 3.07 “Commission” - The Commission for Arkansas Public School Academic Facilities and Transportation.
- 3.08 “Configuration (Re-Configuration)” – The systematic grouping of grades as determined by the school district at any school(s) campus. Re-configuration is the process of changing the present school(s)

configuration, by the school district, to align a different grade configuration. The configuration or re-configuration is determined by the school district.

- 3.09 “Consolidation/Annexation Project” –A new, complete school campus or one or more additions to existing campuses for the specific purpose of supporting a voluntary consolidation or annexation petition brought by two or more contiguous districts and approved by the Arkansas State Board of Education pursuant to Ark. Code Ann. § 6-13-1401 et. seq. after March 1, 2010. Consolidation/annexation projects must fulfill the requirements of Section 5.05.4 herein.

- 3.10 “Construction Cost” – The actual cost of constructing a new facility as defined in Section 3.18 of these Rules. It consists of all construction related costs, both direct and indirect, to include but not be limited to construction contract costs and costs associated with design, advertisement and reimbursable expenses.

- 3.11 “Conversion Project” – (1) A project that converts existing academic or non-academic space into a missing academic core, special education or student dining component of the POR and the conversion project is part of an add-on project for which the district has applied for partnership assistance. In such conversions, any partnership assistance funding from the state is limited to only that amount of square footage required by the suitability analysis for the add-on project subject to the requirements of Section 4.01 of these Rules. The component shall meet the POR specifications when converting or adding such a space to the district; or (2) A new project that converts existing academic or non-academic space into a missing academic core space only and is in compliance with the POR space requirements. For this type of conversion project, state partnership assistance funding shall only be allowed provided the district has no suitability square footage need and the project is limited to no more than the component number and square footage spaces required in Academic Core of the POR.

- 3.12 “Division” –The Arkansas Division of Public School Academic Facilities and Transportation.

- 3.13 “Facility Condition Index” - That particular index obtained by dividing the existing condition costs (that cost to bring a public school academic facility up to current standards) by the facility’s replacement cost, using data for such costs available in 2004 or later data if the Division has such data available.

- 3.14 “Facilities master plan” - A ~~ten-year~~ six-year plan developed by a school district that contains ~~current~~ enrollment projections for ten (10) years from

the date of the plan, the school district's strategy for maintaining, repairing, renovating, and improving through new construction or otherwise the school district's academic facilities and equipment and other information as required by law.

- 3.15 “Facilities improvement plan” – An improvement plan developed by a school district for a public school or school district identified as being in academic facilities distress, or by a school district which has been notified ~~after February 1, 2008~~, by the Division of non-participation in the Academic Facilities Partnership Program by failing to apply for state funding for necessary facilities to meet adequacy requirements, that supplements the school district's facilities master plan by:
 - 3.15.1 Identifying specific interventions and actions the public school or school district will undertake in order to correct deficient areas of practice with regard to custodial, maintenance, repair and renovation activities with regard to academic facilities in the school district; and
 - 3.15.2 Describing how the school district will remedy those areas in which the school district is experiencing facilities distress, including the designation of the time period by which the school district will correct all deficiencies that placed the school district in facilities distress status.
- 3.16 “Local Resources” - Any moneys lawfully generated by a school district for the purpose of funding the school district's share of financial participation in any academic facilities project for which a school district is eligible to receive state financial participation under priorities established by the Division. Also referred to as “raised funds” for the purpose of defining “Self-Funded Project.”
- 3.17 “New Construction” - Any improvement to an academic facility and, if necessary, related areas such as the physical plant and grounds, that brings the state, condition or efficiency of the academic facility to a state of condition or efficiency better than the academic facility's ~~original~~ current condition of completeness or efficiency. “New construction” includes a new addition to an existing facility and construction of a new academic facility.
- 3.18 “New Facilities” - A new construction project which is neither an addition to, renovation, or conversion of an existing facility; nor a project involving maintenance, renovation, or repair of an existing facility; but is a new addition to a school district's building inventory.

- 3.19 “Non-academic facility” –A building or space that is not used for the provision of student instruction that is an integral part of an adequate education as described in Ark. Code Ann. § 6-20-2302. The term “non-academic facility” comprises, but is not limited to, those buildings, spaces and grounds described in Subsections 3.01.1, 3.01.3, 3.01.4 and 3.01.5 of these Rules, or any buildings, spaces or grounds that do not fit the definition of “Academic Facility” set forth in Section 3.01 of these Rules.
- 3.20 “Prioritization” - That methodology established by the Commission, and set forth in these Rules in Section 5.05, which provides a system of ranking new construction projects and those projects which are not categorized “warm, safe and dry” under Section 5.05 of these Rules submitted for state financial participation in the Partnership Program, in order to comply with Ark. Code Ann. § 6-20-2507 and the necessary and appropriate allocation of limited funding resources.
- 3.21 “Program of Requirements (POR)” –The requirements that each new construction project which is not a “warm, safe and dry” project is required to adhere to as the established minimum adequate components, and total square footage required in a school construction project as otherwise permitted in Section 4.02 of these Rules for add-on projects and as set forth in the Arkansas Public School Academic Facilities Manual. The POR is hereby incorporated into and made a part of these Rules, as “Appendix C” to these Rules, as if the POR was fully set forth herein.
- 3.22 “Project” - An undertaking in which a school district engages in:
- (a) Maintenance, repair, and renovation activities with regard to an academic facility;
 - (b) New construction (warm, safe and dry) of an academic facility; or
 - (c) Any combination of maintenance, repair, and renovation activities with regard to an academic facility and new construction activities with regard to an academic facility.
- 3.23 Project Cost – A projected construction cost determined by the Division utilizing the specific project cost funding factors stipulated in Ark. Code Ann. § 6-20-2509 and localized to regional cost centers in the state. It serves as the basis for the estimated state financial participation for partnership projects per square foot. The specific project cost funding factors, New Facilities Project Cost Funding Factor and Warm, Safe and Dry (Renovation) and Conversion Project Cost Funding Factor, are defined as set forth in Sections 3.23.1 and 3.23.2 of these Rules. Neither the New Facilities Funding Factor nor the Warm, Safe and Dry (Renovation) and Conversion Project Cost Funding Factor shall include

land purchases, mold abatement or removal, environmental clean-up, supersite clean-up, or qualification for LEED or Green Globes certification pursuant to Section 10.0 of these Rules.

- (i) The Project Cost for newly constructed academic facilities or additions for which a square foot cost would be applicable to all facets of the construction will be the lesser of either:
 - (a) The New Facilities Project Cost Funding Factor which shall be that factor established on a regional basis by the Division in effect as of May 1, 2009, and updated annually by the Division in compliance with Ark. Code Ann. § 6-20-2509; plus the appropriate soft cost for demolition costs and/or asbestos abatement in the amount of one (1) percent of the Funding Factor for each category (however, the Funding Factor shall not increase to more than \$175.00 per square foot without the approval of the Commission) multiplied by the project approved size in square feet; or
 - (b) The actual construction cost amount of the project.
- (ii) The Project Cost for projects which are building systems or components thereof, not covered in Section 3.23(i) of these Rules (above), will be the lesser of either:
 - (a) The Warm Safe and Dry (Renovation) and Conversion Project Cost Funding Factor (which shall be that factor established on a regional basis by the Division in effect as of May 1, 2009, and updated annually by the Division in compliance with Ark. Code Ann. § 6-20-2509; plus the appropriate soft cost for demolition costs and/or asbestos abatement in the amount of one (1) percent of the Funding Factor for each category multiplied by the approved unit of measure per project (however, the Funding Factor shall not increase to more than \$175.00 per square foot without the approval of the Commission) multiplied by the project approved size in square feet; or
 - (b) The actual construction cost of the project.

3.23.1 New Facilities Project Cost Funding Factor – That factor, based upon grade level configuration of the public school academic facility and the proposed enrollment within the facility and regionalized to twelve (12) different areas within the state, which the Division will use to provide a funding amount for construction

projects covered by Section 6.03(i) of these Rules on a square foot basis.

- 3.23.2 Warm, Safe and Dry (Renovation) and Conversion Project Cost Funding Factor - That factor, based upon the amount of square footage contained, the type of conversion of existing space to a different use or the type of item or system renovation regionalized to twelve (12) different areas within the state, which the Division will use to provide a funding amount for construction projects covered by Section 6.03(ii) of these Rules on a square foot basis.
- 3.24 “Project Funding Cycle” – A two (2) year cycle for which school districts’ Partnership Projects submitted by a specified deadline in an even-numbered year are reviewed by the Division for state financial participation by May 1 of the succeeding odd-numbered year.
- 3.25 “Public School Facility” – Any public school building or space, including related areas such as the physical plant and grounds, that is used for any purpose, including, without limitation:
 - 3.25.1 An extracurricular activity;
 - 3.25.2 An organized physical activity course defined in Ark. Code Ann. § 6-16-137;
 - 3.25.3 Pre-kindergarten education;
 - 3.25.4 District administration; or
 - 3.25.5 Delivery of instruction to public school students that is an integral part of an adequate education as described in Ark. Code Ann. § 6-20-2302.
- 3.26 “Renovation Project” – A “warm, safe and dry” new construction project addressing a facility system. To receive state financial participation, the project must be a “warm, safe and dry” project.
- 3.27 “Resolution” – A written document voted upon and approved by at least a majority of a quorum of a school district’s Board of Directors at a lawfully called meeting, which certifies the school district’s dedication of local resources to meet the school district’s share of financial participation in the new construction project.
- 3.28 “Schematic Drawing” – A diagram which fully illustrates all of the areas, spaces and dimensions of a new construction project, and meets any additional requirements set forth in Section 7.02(i) of these Rules. The

schematic drawing does not have to be prepared by a licensed architect, but must meet the approval of the Division as to the actual detail required.

- 3.29 “School district” - A geographic area with an elected board of directors that qualifies as a taxing unit for purposes of ad valorem property taxes under Title 26 of the Arkansas Code and which board conducts the daily affairs of public schools under the supervisory authority vested in it by the General Assembly and Title 6 of the Arkansas Code.
- 3.30 “Self-Funded Project” - A project where the moneys needed to complete the project are one hundred percent (100%) raised and provided by the school district, and that shall be submitted to and approved by the Division upon compliance with state codes and standards. Any project, whether the district requests state financial participation or not, shall meet the standards of the Arkansas Public School Academic Facilities Manual or industrial codes and the Program of Requirements.
- 3.31 “State financial participation” - The state’s share of financial participation in a local academic facilities project eligible for state financial participation according to the prioritization schedule established by the Commission and set forth in Section 5.05 of these Rules.
- 3.32 “Suitability” – The process undertaken by the Division to determine whether any existing academic facility is eligible for state financial participation for new construction projects, as set forth in Section 5.05 of these Rules. The state financial participation shall be the project cost described in Section 3.23 multiplied by the difference of one hundred percent (100%) minus the school district’s wealth index. Except for approved warm, safe and dry projects, only that space total gross square footage required by the POR which is not already deemed available to a school district, whether on an existing campus or a new school campus, shall be determined eligible for state financial participation.

3.32.1 On An Existing Campus:

When a school district is proposing to build an academic facility on an existing campus with existing educational facilities, the Division shall compare the appropriate existing total gross square footage space of the existing facility on the **campus** to the total gross square footage space requirements of the POR for the proposed new school facility based on the projected student enrollment by grade level. After making the comparison, the school will only be deemed to not be suitable and thus eligible for state financial participation on a proposed facility project for the additional gross square footage space required in the POR not currently available on the school **campus** or on other campuses

affected by grade reconfigurations as part of the project. However, the state recognizes that four particular space areas existing in school districts may skew the comparison of existing space to that of the required POR space. Therefore, the Division will not count as existing space that total gross footage area above the required POR standard for the following four areas: Physical Education, Media Center, Student Dining and Performing Arts.

3.32.2 On A New School Campus:

When a school district is proposing to build a new academic facility on a school campus for which the Division determines there are no other currently existing appropriate school facilities or the district is seeking a separate LEA number for the new academic facility, the Division shall compare the total gross square footage required by the POR for the proposed facility for the appropriate student grade population to that currently existing total gross square footage available in the **district** for the appropriate student grade population in their final grade configuration less the gross square footage to be demolished as part of the proposed project. The Division shall also include other campuses and grades affected by grade reconfigurations as part of the project. After making the comparison the school will only be deemed to not be suitable and thus eligible for state financial participation on a proposed facility project for that additional space required in the POR not currently available in the school district for the appropriate student population in their final grade reconfiguration. The State recognizes that four particular space areas existing in the school district may skew the comparison as mentioned above in Section 3.32.1 of these Rules in the “on an existing campus” comparison. As a result, the Division will give the same consideration and not count as existing space that total gross footage area above the required POR standard already existing in the district.

3.32.3 Warm, safe and dry: For new construction projects not requesting additional space or replacement of academic square footage, state financial participation will only be provided for “warm, safe and dry” projects as defined in Section 3.34 of these Rules. Suitability for warm, safe and dry analysis and determination shall be made on a warm, safe and dry project by project basis and shall be determined based on the actual need as determined by the Division using current Facilities Manual standards.

3.33 “Waiver” and “Variance” – The process by which a school district in unusual and limited circumstances may seek a waiver or variance from

Sections 4.06, 4.07, 4.09, 7.06 and 7.07 of these Rules as approved by the Division.

- 3.34 “Warm, safe and dry” – New construction projects that support a facility’s needs as they pertain to fire and safety needs, roofing, major plumbing replacements, major electrical replacements, HVAC systems and structural needs. These projects must apply to the entire facility or system or if a separate building the entire building. Fire and safety needs include fire alarms and warning systems and fire prevention systems, but do not include surveillance systems, security systems or closed circuit TV systems. Warm, safe and dry projects do not include asbestos abatement, land purchases, demolition and removal costs of school facility structures, environmental clean-up or supersite clean-up.
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- 4.00 SUBMISSION PROCESS
 - 4.01 All applications for state financial participation under a Project Funding Cycle of this Partnership Program shall be ~~postmarked, or received, via first class mail return receipt requested or via stamped receipt of hand delivery, in the Office of the Director of the Division of Public School Academic Facilities and Transportation, 501 Woodlane, Suite 600, Little Rock, Arkansas 72201,~~ submitted electronically by utilizing the Master Plan Web Tool located on the Division’s Internet website <http://arkansasfacilities.arkansas.gov/> no later than 4:30 p.m. on March 1 of every even-numbered year.
 - 4.01.1 If, during an even-numbered year, the Arkansas State Board of Education orders the involuntary annexation or consolidation of school districts, the receiving or resulting school district after annexation or consolidation may submit an updated master plan to the Office of the Director of the Division of Public School Academic Facilities and Transportation no later than January 1 of the following odd-numbered year.
 - 4.01.2 If, during an even-numbered year, the Arkansas State Board of Education orders the involuntary annexation or consolidation of school districts, the receiving or resulting school district after annexation or consolidation may submit an application for state financial participation under this Partnership Program to the Office of the Director of the Division of Public School Academic Facilities and Transportation no later than February 1 of the following odd-numbered year.
 - 4.01.3 For the purposes of Section 4.01.1 and 4.01.2, the phrase “involuntary annexation or consolidation” includes annexations or

consolidations approved or required by the Arkansas State Board of Education pursuant to Ark. Code Ann. § 6-13-1601 et seq.

4.02 A school district may apply for state financial partnership participation under these Rules for projects that fall under one (1) of the following categories:

- Warm, safe and dry (renovation);
- New facilities;
- Add-ons and/or Conversions; and
- Consolidation/annexation projects.

If the state provides financial participation for an add-on or conversion project, or a consolidation/annexation project that adds space to an existing campus, the district must construct any missing component to the POR specification. The district will have to choose a component contained in the POR it does not have and add it, in the following order:

- Academic Core Areas;
- Special Education;
- Student Dining;
- Administrative

The state will not participate in add-on projects concerning gymnasiums, media centers and/or auditoriums if the district already has this space and is in need (according to the POR) of Academic Core Areas, Special Education or Student Dining Areas.

The state will consider the replacement of demolished space to be a prudent and resourceful expenditure of state funds issue. School districts are encouraged to discuss such issues with the state before entering into demolition projects when the districts will be filing applications for state partnership assistance.

School districts applying for state financial participation for projects that support their Facilities Master Plan shall file applications (and approved schematic drawings) ~~using the application forms attached to these Rules as “Appendix A” and which are hereby incorporated into and made a part of these Rules as if fully set forth herein and are listed in a format prescribed by the Division and shall list the applications~~ in the district’s Facilities Master Plan. No project shall be considered for state financial partnership participation unless it is included in the district’s Facilities Master Plan.

4.02.1 The timelines set out in Section 4.01 of these Rules concerning submission of partnership applications with schematic drawings must be complied with.

- 4.03 Except for those facilities which have FCI of greater than .65, any project that applies for state financial assistance which cannot prove suitability and involves the demolition of space for replacement of the same space will be considered a prudent and resourceful expenditure of state funds issue. To the extent that the school district can show that the facility has a FCI greater than .65 and that the renovation or replacement of the facility represents a prudent and resourceful expenditure of state funds, even though there is no suitability need, the state will consider it a project for state partnership assistance.
- 4.04 Any submission for state financial participation which does not comply with applicable state laws and these Rules shall be denied by the Division. Any district whose submission is denied by the Division under this Section 4.04 may submit a written appeal of the Division's decision to the Commission.
- 4.05 In order to apply for state financial participation in a new construction project, a school district shall provide the Division with a detailed narrative, description and justification for the project and evidence of:
- 4.05.1 Preparation for the new construction project as demonstrated by inclusion of the new construction project in the school district's facilities master plan;
- 4.05.2 (i) The adoption of a resolution certifying to the Division the school district's dedication of local resources to meet the school district's share of financial participation in the new construction project.
- (ii) The resolution shall specify the approximate date that the board of directors of the school district intends to seek elector approval of any bond or tax measures or to apply other local resources to pay the school district's share of financial participation in the new construction project;
- 4.05.3 (i) The total estimated cost of the new construction project that shall be a minimum of three hundred dollars (\$300) per student or one hundred and fifty thousand dollars (\$150,000) whichever is less, per campus or district depending upon whether the project is a campus or district project.
- (ii) Same system projects may not be combined across multiple facilities (campuses) nor multiple system projects combined to meet the minimum dollar threshold for Partnership Program

funding, unless the project is a complete building renovation and replacement for all building systems;

- 4.05.4 The new construction project's conformance with sound educational practices;
 - 4.05.5 The new construction project's compliance with current academic facilities standards, including, without limitation, appropriate space utilization of the applicable school in the district as determined by the Division;
 - 4.05.6 The allocation of project costs between new construction activities and maintenance, repair, and renovation activities if the new construction project includes improvements that could be classified as maintenance, repair, and renovation;
 - 4.05.7 How the new construction project supports the prudent and resourceful expenditure of state funds and improves the school district's ability to deliver an adequate and equitable education to public school students in the district; and
 - 4.05.8 A statement of the district's intent, if any, to seek incentives for LEED Certification or Green Globes Certification pursuant to Section 10.03 of these Rules.
- 4.06 All proposed new construction projects shall be in compliance with the standards set forth in the Arkansas Public School Academic Facilities Manual which is attached to these Rules as "Appendix B", as set forth in Section 3.05 of these Rules.
- 4.06.1 Variances to the Arkansas Public School Academic Facilities Manual standards may be granted by the Division upon the presentation of evidence of existing conditions that makes compliance with applicable standards impractical or unreasonably burdensome, and;
 - 4.06.2 Other conditions determined by the Division as warranting a variance from applicable public school academic facility standards.
- 4.07 All applications for state financial participation under this Partnership Program for new construction projects which are not considered "warm, safe and dry" projects pursuant to these Rules shall be prepared in accordance with the Program of Requirements except in unusual and limited circumstances (including, but not limited to, the variances set forth in Sections 4.06.1 and 4.06.2 of these Rules) where the Division determines that a waiver of the POR is the only means whereby the district

can meet adequacy requirements. The POR is attached to these Rules as “Appendix C”, as set forth in Section 3.21 of these Rules. In such instances, a district may submit a request in writing to the Division, signed by the district’s Superintendent and President of its Board of Directors, setting forth in detail the circumstances requiring the waiver for the POR. No waiver request shall be deemed granted unless and until an Order to that effect has been signed by the Division.

- 4.08 A district may request and be granted by the Division a review conference that shall be held within twenty (20) working days after the date of request. The district may be advised through the review conference process by an architectural and engineering firm if the school district pays the cost of the advice from the architectural and engineering firm.

4.08.1 The review conference shall consider the following:

- (i) That the proposed project is academic;
- (ii) The application of the space calculation to the project agreed upon by the district and the Division;
- (iii) The wealth index of the district and the date at which the wealth index will be applied to the partnership project if approved;
- (iv) The project cost promulgated by the commission under Ark. Code Ann. §6-20-2509, for the project and the date on which the project cost data will be applied to the partnership project if approved;
- (v) A projected amount of state funding based on current application of the wealth index and the project cost promulgated by the commission under Ark. Code Ann. § 6-20-2509, to the planned project for planning purposes to allow a projection of local funding share required.
- (vi) The Division shall make a record of the findings of the review conference.

- 4.09 The minimum requirement set forth in Section 4.05.3 of these rules may be waived by the Division upon a recommendation being made by the Director of the Division to the Commissioners for the Division for the minimum to be waived for cause and a majority of the Commission supports the waiver.

5.00 DIVISION'S EVALUATION AND APPROVAL OF SCHOOL DISTRICT'S APPLICATION

5.01 The Division shall use criteria to evaluate a school district's application for state financial participation in a new construction project, pursuant to Ark. Code Ann. § 6-20-2507, which shall include, without limitation, the following:

5.01.1 How the school district's facilities master plan and current academic facilities do not address the following:

- (i) Student health and safety, including, without limitation, but not limited to, critical health and safety needs;
- (ii) Compliance with current academic facilities standards, including, without limitation, appropriate space utilization of existing academic facilities in the district;
- (iii) Conformance with sound educational practices;
- (iv) Curriculum improvement and diversification, including, without limitation, the use of instructional technology, distance learning, and access to advanced courses in science, mathematics, language arts, and social studies;
- (v) Multischool, multidistrict, and regional planning to achieve the most effective and efficient instructional delivery system;
- (vi) Reasonable travel time and practical means of addressing other demographic considerations; and
- (vii) Regularly scheduled maintenance, repair, and renovation;

5.01.2 How the school district's facilities master plan and any new construction project under the facilities master plan address the following:

- (i) Student health and safety, including, without limitation, critical health and safety needs;
- (ii) Compliance with current academic facilities standards, including, without limitation, appropriate space utilization of existing academic facilities in the district;
- (iii) Conformance with sound educational practices;

- (iv) Curriculum improvement and diversification, including, without limitation, the use of instructional technology, distance learning, and access to advanced courses in science, mathematics, language arts, and social studies;
- (v) Multischool, multidistrict, and regional planning to achieve the most effective and efficient instructional delivery system;
- (vi) Reasonable travel time and practical means of addressing other demographic considerations; and
- (vii) Regularly scheduled maintenance, repair, and renovation;

5.01.3 How the new construction project supports the prudent and resourceful expenditure of state funds and improves the school district's ability to deliver an adequate and equitable education to public school students in the district;

5.01.4 How the new construction project has been prioritized by the school district; and

5.01.5 The allocation and expenditure of funds in accordance with this subchapter and the Arkansas Public School Academic Facility Program Act, Ark. Code Ann. § 6-21-801 et seq.

5.02 The Project Cost shall be limited to the cost for an alternative project if the Division determines that an alternative project meets facility standards and addresses the suitability and safe, dry and healthy needs expressed by the district in its master plan and project application. The alternative project may consist of replacement of the original facility or component to the original configuration of construction at the most current state standard.

5.03 If a school district should fail to comply with any of the requirements set forth in state law and/or these Rules concerning the Division's evaluation of its application, the Division and Commission can deny the application for state financial participation.

5.04 (i) The Division shall review all projects submitted to determine their suitability for state financial participation, pursuant to the suitability criteria set forth in Section 3.32 of these Rules.

(ii) No project that is determined by the Division to go beyond "suitable" will be approved for state financial participation.

- 5.05 Prioritization of Projects: All approved partnership projects for each fiscal year shall be funded according to the following order as funding shall become available:

5.05.1 Warm, safe and dry

All warm, safe and dry new construction projects for which the Commission determines that a school district is currently not in suitable condition shall be entitled to receive state partnership assistance in a ranking of first order prior to any other partnership project. Any and all warm, safe and dry projects for which the Commission determines the district is currently in a suitable condition shall not be entitled to any state partnership assistance for that particular project or part thereof. To the extent there is limited funding available, the warm, safe and dry project shall be prioritized according to the school district's Actual Growth and Wealth Index and the campus or district FCI (depending upon the type of project for which the district applies for state partnership assistance) as is done in Section 3.32.3 of these Rules.

The suitability analysis and determination of warm, safe and dry shall be performed as per Sections 3.32.3 and 3.34 of these Rules.

5.05.2 New Construction – additions to existing facilities or entirely new facilities;

All new construction partnership projects which are approved by the Commission because a school district or campus is currently deemed not suitable shall be ranked and, thus, entitled to receive state partnership assistance in the following order according to the following procedure of ranked order:

First, the Division shall numerically rank all school projects based on a ten (10) year actual growth of student population review with the districts with the greatest percentage of growth being ranked first and districts with the least percentage of student growth ranked last. The growth is measured by showing (on a percentage basis) the student population growth when comparing the three quarter average daily membership of the district ten (10) years ago to the district's three quarter average daily membership in the previously completed school year. If a district has not been in existence for at least ten (10) school years as a result of the annexation or consolidation of other districts into it or with it, then for any years within the last ten (10) years for which the district was not in existence its three quarter average daily membership shall be the sum of the three quarter average daily membership of

those former school districts that now comprise the school district applying for state financial participation.

Second, the Division shall numerically rank all school projects based on the Facility Condition Index (FCI) of the district or campus depending on what type of project is proposed. The projects with the greatest FCI shall be ranked first and in descending order to the projects with the least FCI.

Third, the Division shall numerically rank all school projects based on the Facilities Wealth Index of the school district. The districts with the least Wealth Index shall be ranked first with the districts with the greater Wealth Index numerically ranked last.

Fourth, the Division shall average the numerical Growth, FCI and Wealth Index ranking of each school's project. Once each project is averaged, the Division shall establish a ranked order with the projects with the lowest average score being ranked first and the projects with the highest average score being ranked last.

Any project for which the Commission determines the district or campus is currently suitable shall not be entitled for any state partnership assistance in that year's partnership cycle.

5.05.3 Conversion Projects: Conversion projects will be reviewed against POR requirements to determine compliance with the POR. If the Division determines that the project qualifies for state financial participation, then the project will be subject to the conditions set forth in Sections 4.00 and 5.00 of these Rules.

5.05.4 Consolidation/Annexation Projects

All projects that fall within the definition of "consolidation/annexation project" listed in Section 3.09 above and that meet all of the requirements of this section shall be entitled to apply for state Partnership assistance. To the extent that funding is available, consolidation/annexation projects shall be evaluated and funded based upon the following criteria:

- (i) Consolidations or annexations involving school districts that appear on the administrative consolidation list pursuant to Ark. Code Ann. § 6-13-1602 shall not be eligible for partnership funding for consolidation/annexation projects;
- (ii) A school district may only apply for state partnership funding for a consolidation/annexation project if the effect

of the consolidation/annexation is to create, from two or more contiguous districts, one resulting or receiving district, as those terms are defined by Ark. Code Ann. § 6-13-1401;

- (iii) The consolidating or annexing districts must submit to the Division an order from the Arkansas State Board of Education granting approval for the consolidation or annexation;
- (iv) The consolidating or annexing districts must submit to the Division all required partnership documentation pertaining to the project;
- (v) The consolidating or annexing districts must have the proposed project listed in the district's approved master plan, or in the alternative, submit an amended or new master plan that includes the proposed project;
- (vi) The consolidating or annexing districts must apply for partnership funding in accordance with the partnership application procedures contained in this rule;
- (vii) The consolidating or annexing districts must provide the names, LEA numbers and locations of all schools to be closed as a result of the consolidation or annexation and the applicable dates of such action when submitting their Master Plan;
- (viii) Consolidation/annexation projects for new schools shall not be penalized for current space as set forth in Section 3.32.2 above, nor shall consolidation/annexation projects be subject to the provisions set forth in 5.02 above. The resulting or receiving district must certify to the Division that the district's current available space will either be used for a valid educational purpose or disposed of in a manner authorized by law;
- (ix) The Division shall review the proposed consolidation/annexation projects to ensure that the location of the proposed consolidation/annexation projects supports the prudent and resourceful expenditure of state funds;
- (x) In addition to the criteria set forth in Section 5.05.4(xi) below, all consolidation/annexation projects containing

proposed additions to existing facilities will be evaluated in accordance with Section 3.32.1 above; Except that the Division may consider all school closings in the consolidation-annexation when determining space when available on other campuses;

- (xi) “Consolidation/annexation” projects shall be prioritized in accordance with Section 5.05.2 of these rules and as follows:
 - (a) Growth: Index: For those projects meeting the definition of a “consolidation/annexation” project and which comply with the requirements of this section, the Division will numerically rank the consolidated/annexed school district’s growth index at the greater of the following two levels: (1) the past ten years’ growth as calculated in 5.05.2 above; or (2) the same growth level assigned to the project of the school district with the greatest growth ranking represented in the same project year for which the consolidation/annexation partnership application is submitted.
 - (b) Wealth Index: For those projects meeting the definition of a “consolidation/annexation” project and which comply with the requirements of this section, the wealth index used by the Division to calculate the state financial participation of either a new campus or an additional space will be the lowest wealth index of the school districts participating in the consolidation/annexation project. This wealth index will be used only for the first partnership project undertaken by the resulting or receiving school district;
 - (c) Facility Condition Index: (FCI): For those projects meeting the definition of a “consolidation/annexation” project and which comply with the requirements of this section, the Division will numerically rank the consolidated/annexed school district’s project based upon the FCI of the district or campus, as appropriate.
- (xii) After completion of the first applicable consolidation/annexation project, the Division will

calculate a new wealth index for the resulting or receiving district that will be used to determine the amount of state financial participation in future academic facilities projects undertaken by the resulting or receiving district. These future academic facilities projects will not be evaluated according to the consolidation/annexation project criteria. Instead, the future academic facilities projects will be evaluated as a warm, safe, and dry (renovation) project, a new facility, or as an add-on/conversion project, as applicable;

- (xiii) Funds made available to a resulting or receiving district under the consolidation/annexation project process shall be in addition to, not in lieu of, funds made available to the resulting or receiving district under the Arkansas Department of Education Rules Governing the Distribution of Consolidation/Annexation Incentive Funding.

- 5.06 If the school district's new construction project or "warm, safe and dry" project is approved for funding in the current funding cycle, then the district must execute the Partnership Agreement attached to these Rules as "Appendix D", as which is hereby incorporated into these Rules as if fully forth herein. If the Partnership Agreement is not executed within the time period set forth in Section 7.06 of these Rules, unless there is an approved waiver, the state's financial participation in part or in whole may be deemed null and void by the Commission.

6.00 AVAILABILITY OF STATE FINANCIAL PARTICIPATION AND TIMELINES

- 6.01 State financial participation under the academic facilities partnership program is not available until July 1 of each year. The Division shall give priority in state financial participation to school district proposals relating to academic facilities according to the prioritization process set forth in Section 5.05 of these Rules. In allocating funds for state financial participation, the Division shall set aside funds sufficient to pay the incentives set forth in Section 10.0 of these Rules.
- 6.02 To the extent a district's Partnership Project has been ranked of such low priority and there are not sufficient state funds available to fully fund the district's Partnership Project, the district shall be entitled to the following:
 - (i) The Division shall consider the district's current application a valid application for the next Partnership Project cycle and will prioritize and fund the application consistent with the prioritization and funding amounts utilized in the next Partnership Project cycle; or

- (ii) The district may choose to withdraw its project application prior to the next Partnership Program cycle and reapply for Partnership Project assistance in a subsequent cycle based upon that year's availability of funding pursuant to that cycle's adjusted funding rate and Partnership Program.

6.03 With regard to an academic facilities project for which a school district intends to apply for state financial participation, the Division shall notify the school district of its final decision on the application and the estimated amount of state financial participation in the new construction project no later than May 1 of each odd-numbered year.

The Division's notice of its decision on a school district's application for state financial participation in a new construction project shall include an explanation of the evaluation factors underlying the decision of the Division to provide or not provide state financial participation in support of the new construction project.

- (i) Projects, which are newly constructed academic facilities or additions for which a square foot cost would be applicable to all facets of the construction, may qualify for funding in the lesser amount of either option A: which is the dollar amount set by the Division and incorporated herein or otherwise known as New Facilities Project Cost Funding Factor which shall be that factor established on a regional basis by the Division in effect as of May 1, 2009, and updated annually by the Division in compliance with Ark. Code Ann. § 6-20-2509; plus the appropriate soft cost for demolition costs and/or asbestos abatement in the amount of one (1) percent of the Funding Factor for each category multiplied by the approved project square feet multiplied by the difference of one hundred percent (100%) minus the school district's wealth index (however, the Funding Factor shall not increase to more than \$175.00 per square foot without the approval of the Commission) or option B: which is the actual construction cost amount multiplied by the difference of one hundred percent (100%) minus the school district's wealth index.
- (ii) Projects which are building systems or components thereof, not covered in (i), above may qualify for funding in the lesser amount of either option A: the dollar amount set by the Division and incorporated herein or otherwise known as the warm, safe and dry (Renovation) and Conversion Project Cost Funding Factor (which shall be that factor established on a regional basis by the Division in effect as of May 1, 2009, and updated annually by the Division in compliance with Ark. Code Ann. § 6-20-2509; plus the

appropriate soft cost for demolition costs and/or asbestos abatement in the amount of one (1) percent of the Funding Factor of each category multiplied by the approved unit of measure per project multiplied by the difference of one hundred percent (100%) minus the school district's wealth index (however, the Funding Factor shall not increase to more than \$175.00 per square foot without the approval of the Commission) or option B: the actual construction cost amount multiplied by the difference of one hundred percent (100%) minus the school district's wealth index.

7.00 AGREEMENT BETWEEN THE DIVISION AND THE SCHOOL DISTRICT CONCERNING STATE FINANCIAL PARTICIPATION

7.01 If the Division determines that the new construction project is eligible for state financial participation, the Division and the school district shall enter into an agreement specifying the terms of the state's financial participation and the conditions that must be satisfied by the school district.

7.02 At a minimum, the agreement shall:

- (i) Identify the estimated amount of local financial participation and state financial participation in the new construction project. The estimated amount of the state's financial participation, as stated in the agreement, will be arrived at after the schematic drawings and any variances to the Arkansas Public School Academic Facilities Manual are considered for new facilities, new additions to facilities or renovations or conversions. Schematic drawings should include as a minimum, single line drawings with dimensions, labeled to identify all spaces in the "footprint" of the entire project. For "warm, safe and dry" projects, the major system components and their location should be identified. The final amount of the State's financial participation will be specified upon receipt of the final contract amount and determined as specified in Section 6.03 of these rules;
- (ii) Define the method of and schedule for transferring state financial participation funds to the school district;
- (iii) Identify whether the new construction project includes any improvements that are classified as maintenance, repair, and renovation, and how the project costs will be allocated between new construction activities and maintenance, repair, and renovation activities;
- (iv) Define the detailed scope of work for which the agreement applies;

- (v) Provide that changes to the plans for the new construction project shall be made in consultation with the Division;
 - (vi) Provide the areas of project responsibility of both parties during the course of the project;
 - (vii) Provide that the district shall be in compliance with all state laws concerning bidding and construction;
 - (viii) Provide that the Division or any person acting on behalf of the Division may conduct on-site inspections of the new construction project as frequently as the Division deems necessary to assure the prudent and resourceful expenditure of state funds with regard to public school academic facilities;
 - (ix) Determine how risk will be allocated between the school district and the state if the new construction project is not completed;
 - (x) Describe how changes in the school district's wealth index over the course of the new construction project will be treated; and
 - (xi) Specify that the agreement is void and the state will have no further obligation to provide state funds to the school district for the new construction project that is the subject of the agreement if the school district does not raise local resources and apply local resources toward the new construction project as provided under the agreement.
- 7.03 The agreement specified above and required by Ark. Code Ann. § 6-20-2507 is attached to these Rules as “Appendix D”, as set forth in Section 5.06 of these rules.
- 7.04 All funding agreements under these Rules are contingent upon the prudent and resourceful expenditure of state funds as determined by the Division.
- 7.05 Before the district is allowed to proceed and start construction on the project, the district must submit, and the Division must approve, its final plans and complete specifications.
- 7.06 Within sixty (60) days of the Commission’s final approval and funding of the district’s partnership project, the agreement referenced in Sections 7.02 and 7.03 of these rules must be executed by the district and the Division. The Division shall have the right to grant a waiver from this provision, if the district has unusual and limited circumstances which

prevent it from executing the agreement within the sixty (60) day timeframe.

- 7.07 If the Partnership Agreement is not executed within the time period set forth in Section 7.06 of these Rules, unless there is an approved waiver request or appeal pending before the Academic Facilities Review Board or Commission, the state's financial participation in whole or in part may be deemed null and void by the Division.

Construction of the project, as evidenced by a signed construction contract, must begin within eighteen (18) months from the date of the final approval of the project by the Commission. The district must obtain the Division's approval of the completion of all district project requirements within four (4) years from the date of final approval of the project by the Commission. For the purposes of this subsection, the phrase "signed construction contract" includes construction management contracts.

A district may request a waiver of timelines in Section 7.07 of these Rules if the district believes it can show unusual and limited circumstances which prevent it from meeting the timelines. State financial participation in a district's project is contingent upon the district meeting all timelines and deadlines set forth in these Rules. Absent an approved appeal or waiver, the Division may render the state's financial participation in a district's project null and void in whole or in part for failure to meet all of the timelines and deadlines set forth in these Rules and may recapture any state partnership funding assistance funds already paid to the district.

- 7.08 Payment of an incentive awarded pursuant to Section 10.0 of these Rules shall not be made to a district until the new facilities project is completed and the appropriate third-party certification entity or assessor has awarded final certification for the project.

8.00 APPEAL PROCESS

- 8.01 (i) A school district may appeal any determination of the Division to the Commission pursuant to the Rules Governing Commission Appeals.
- (ii) If the district appeals the determination of the Division to the Commission or the Academic Facilities Review Board, the Commission or the Academic Facilities Review Board shall have the authority to fully review all parts of the district's Partnership Project(s) (project) and may approve, deny, reduce or increase the amount of state financial participation in any or all of the appealed project(s).

9.00 DISTRIBUTION AND TRACKING OF STATE FINANCIAL PARTICIPATION

- 9.01 If a school district qualifies for state financial participation under this section, the Division shall certify the amount of state financial participation to the Commission for oversight purposes. The Commission shall certify the amount to the Arkansas Department of Education for payment.
- 9.02 The amount of the State Financial Participation under these rules is limited to the amount resulting from the application of the academic facilities wealth index to the project cost promulgated by the Commission to calculate the cost necessary to bring the academic facility into compliance with the Arkansas Public School Academic Facilities Manual under Ark. Code. Ann. § 6-20-2509, plus any incentives awarded pursuant to Section 10.0 of these Rules.
- 9.03 The Commission shall certify the amount to the Arkansas Department of Education for payment, less any withholding or reduction imposed by the Commission under Ark. Code Ann. § 6-21-114(d) for a school district's failure to comply with the Commission's insurance requirements.
- 9.04 For tracking purposes, the school district shall account for the funds received as state financial participation under this section as restricted funds and shall account for the funds in accordance with provisions of law, including, without limitation, the Arkansas Educational Financial Accounting and Reporting Act of 2005, Ark. Code Ann. § 6-20-2201 et seq. and Rules established by the Arkansas State Board of Education and the Commission.

10.00 INCENTIVES FOR "GREEN" FACILITIES

- 10.01 The purpose of this Section is to encourage school districts to build environmentally-friendly new facilities by offering financial incentives through the Academic Facilities Partnership Program.
- 10.02 DEFINITIONS - For the purpose of this Section, the following terms mean:
- 10.02.1.1 "LEED Certification" – Certification of a project by a professional third-party certification entity pursuant to the Leadership in Energy and Environmental Design (LEED) for Schools Rating System developed by the U.S. Green Building Council and administered by the Green Building Certification Institute.

- 10.02.1.2 “Green Globes Certification” – Certification of a project by a professional third-party assessor pursuant to the Green Globes Rating System developed by the Green Building Initiative.
- 10.03 A new facilities project shall be eligible for financial incentives under this Section if the school district gives timely notice to the Division of the district’s intent to seek LEED certification or Green Globes certification for the project. In its notice, the district shall identify which specific type and level of certification it intends to seek.
- 10.03.1 For applications filed for the 2011-2013 Project Funding Cycle, notice must be given no later than February 1, 2011.
- 10.03.2 For all subsequent Project Funding Cycles, notice must be given concurrently with the district’s application for state financial participation under Section 4.0 of these Rules.
- 10.04 A district which completes an eligible new facilities project and successfully obtains LEED certification or Green Globes certification for the project shall be awarded an incentive calculated as a percentage of the amount of state financial participation in the project, as follows:
- (i) LEED Certification, Silver: One Percent (1%);
 - (ii) LEED Certification, Gold: One and One-Half Percent (1.5%);
 - (iii) LEED Certification, Platinum: Two Percent (2%);
 - (iv) Green Globes Certification, Two Globes: One Percent (1%);
 - (v) Green Globes Certification, Three Globes: One and One-Half Percent (1.5%); or
 - (vi) Green Globes Certification, Four Globes: Two Percent (2%).
- 10.05 A project shall be eligible for financial incentives under this Section for LEED certification, or for Green Globes certification, but not for both certifications. No project shall be eligible for financial incentives for a level of certification higher than the level identified in the district’s application for state financial participation.
- 10.06 Financial incentives awarded under this Section shall be in addition to the amount of state financial participation calculated under these Rules.

- 10.07 A district's application or eligibility for financial incentives under this Section shall have no effect on the prioritization of a project under Section 5.05 of these Rules.

STATE OF ARKANSAS

**DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES and
TRANSPORTATION**

**ACADEMIC FACILITIES PARTNERSHIP PROGRAM
Fiscal Years 2010 and 2011**

**July 1, 2009-June 30, 2010
and
July 1, 2010-June 30, 2011**

Application Form

Arkansas Division of Public School



Academic Facilities & Transportation

SUBMITTAL DEADLINE May 1, 2008

Revised March 12, 2008

**DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES and
TRANSPORTATION**

ACADEMIC FACILITIES PARTNERSHIP PROGRAM

I. Eligibility for Funding:

1. The project cost shall be a minimum of \$300 per student or \$150,000, whichever is less. Same system projects may not be combined across multiple facilities (campuses) nor multiple system projects combined to meet the minimum dollar threshold for Partnership Program funding. (The minimum project cost requirement may be waived if recommended by the Division director and a majority of the Commissioners vote to support the waiver.)
2. Projects must be “new construction” projects as defined in paragraph 3.14 of these rules. Maintenance and repair projects including the simple replacement of facility systems are not eligible for Partnership Program funding.

II. Application Process

- A. School districts must complete the application forms included in these guidelines, providing all requested information. School districts must complete one Part A for their application and must complete Parts B and C for each project submitted.
- B. All applications for state financial participation under this program for fiscal years 2010 (July 1, 2009 — June 30, 2010) and 2011 (July 1, 2010 — June 30, 2011) shall be submitted in accordance with paragraph 4.01 of these rules.
 1. School districts may submit only one application and shall identify all new construction academic facilities projects on the application in order of district priority.
 2. If additional space is required in filling out any part of this application, continuation sheets may be used as attachments.
- C. Project narratives, descriptions, and justifications submitted in Part B, item B.6 must be complete so that the division can fully understand the scope of the project in order to review the project and determine state financial participation, if applicable. Projects must also include a schematic (line) drawing as defined in Section 3.25 and described in paragraph 7.02 of these rules by August 1, 2008.

III. On-Site Assessments:

Upon receipt and an initial review and evaluation of a school district’s application for Partnership funding, the Division reserves the right to conduct an on-site assessment of the proposed project.

Application Form

Date Prepared:

NOTE: Starting year is defined as the year that design begins on the project.

Part A: District Contact Information

A.1. District Name:			
A.2. District LEA:		A.3. County:	
A.4. Address			
A.5. Number of Partnership Projects being submitted for State Financial Participation for Fiscal Year 2009-2010:			
A.5.A Number of Partnership Projects being submitted for State Financial Participation for Fiscal Year 2010-2011:			
A.6. List of Partnership Program Projects starting in FY 2009-2010: Please place in order of district priority (1 is the highest priority). Use format of Name/Master Plan Project Number, e.g. New HS/0910-4401-001.			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
(If more than ten, please insert additional lines)			
A.7. List of Partnership Program Projects starting in FY 2010-2011: Please place in order of district priority (1 is the highest priority). Use format of Name/Master Plan Project Number, e.g. New HS/1011-4401-001.			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
(If more than ten, please insert additional lines)			
A.8. Superintendent:			
A.9. Superintendent Phone:			
A.10. Contact person other than Superintendent:			
Name:		Title:	
Phone:		Email:	

ACADEMIC FACILITIES PARTNERSHIP PROGRAM 2009-2011

Part B: Project General Information

(Please download and complete Part B for each project)

Please Check All That Apply:

☐ **New school (If applicable, name of existing school that new school will replace)**

☐ **Addition to existing facility (includes new building on existing campus)**
☐ **“Warm, Safe, and Dry” renovation (exceeds original condition) to an existing facility**

☐ **Conversion of space in existing facility**
☐ **Includes maintenance, repair or renovation (to original condition—not qualified for state financial participation)**

<u>Project Information:</u>	
B.1. Name of School District:	B.2. District LEA:
B.3. Name of School and Address:	
B.4. Type of Facility:	
B.5. Project Title and Project Number as listed in Part A:	
B.6. Provide detailed scope information to allow the Division to determine all aspects of the project and formulate state financial participation. Provide schematic drawings. For renovations, include descriptions of existing and replacement systems and quantities. Description must include general dimensions and construction type. Examples are as follows. (a) New roof: existing 2 ply flat roof about 8,000 square feet. Replacement roof is 2 ply pitched roof, 3:12 slope, with Durolast, 8,000 square feet. (b) Addition of 10,000 square feet to existing facility. Add 8 classrooms at elementary school. 4 regular classrooms, 2 special purpose rooms, 1 art, and 1 music room.	

Part B Continued: Project General Information

Project Name

Project Number used in A.6. or A.7.

(If new construction project is an improvement/renovation of an existing facility)

B.7. Original Construction Date:	B.8. Years of Prior Addition(s):
B.9. Square Footage:	B.10. Grades Served:
B.11. Facility Condition Index (of existing facility):	B.12. School Enrollment:
B.13. Square feet/Student:	

(If new construction is an addition to an existing school (including a new building) or space conversion)

B.14. Facility Condition Index (of existing facility):	B.15. Current School Enrollment:
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B.16

(A) District must submit completed Program of Requirements (POR) contained in Section 2, Chapter 5, Arkansas School Facility Manual for the existing school campus.

(B) On Summary sheet enter projected NUMBER OF STUDENTS by grade configuration and TOTAL SPACE EXISTING CAMPUS (#4).

(C) On Suitability Analysis sheet enter gross area in SF for existing Physical Education, Media Center, Student Dining, and Performing Arts program areas if these spaces exist in the school.

(D) Enter all NEW SPACES included in addition, conversion, or new building project.

(E) Enter Qty and AREA of existing REQUIRED SPACES and Workforce Development spaces in their final configuration after any space conversions. (AREA of existing spaces may be estimated.)

(If new construction is a new school campus)

B.17. Site Size (acres):	
--------------------------	--

B.18

(A) District must submit completed Program of Requirements (POR) contained in Section 2, Chapter 5, Arkansas School Facility Manual as described below for new and existing school campuses.

(B) For new school campus, enter projected NUMBER OF STUDENTS by grade configuration and all NEW SPACES to be included in school.

(C) Submit a POR Summary sheet and Suitability Analysis sheet for each existing campus in the district with the same grade levels as the proposed new school. (If district grade assignments are to be reconfigured, existing schools should reflect final grade configurations.)—

—(1) On Summary sheet enter projected NUMBER OF STUDENTS by grade configuration and TOTAL SPACE EXISTING CAMPUS (#4).

—(2) On Suitability Analysis sheet enter gross area in SF for existing Physical Education, Media Center, Student Dining, and Performing Arts program areas if these spaces exist in the school.

ACADEMIC FACILITIES PARTNERSHIP PROGRAM 2009 — 2011

Part C: Project Funding Criteria						
<i>(Please download and complete Part C for each project)</i>						
School District:						
School:						
Project Name:						
Project Number used in A.6. or A.7.:						
C.1. New Construction Project Cost						
TOTAL estimated project Costs (including professional fees for design and construction management, construction, furniture, technology, site costs, land purchase (if applicable) etc. anticipated to be part of this project):						
Design Costs:			Construction Management Costs:			
Total project funds (local plus state) required for fiscal year 2009-2010:						
Total project funds (local plus state) required for fiscal year 2010-2011:						
Total project funds (local plus state) required for fiscal year 2011-2012:						
Total project funds (local plus state) required for fiscal year 2012-2013:						
Total project funds (local plus state) required for fiscal year 2013-2014:						
C.2. Indicate how the school district intends to fund their share of the partnership program: NOTE: If more than one source of district funds is to be used, indicate what percentage of the district's share of each type funds will support the project.						
A. District share to be funded through existing operational fund balances:			YES		NO	%
B. District share to be funded through any State or Federal grant:			YES		NO	%
C. District share to be funded through bonds already secured:			YES		NO	%
D. District share to be funded through bonds to be secured in an election during the course of the project:			YES		NO	%
E. Indicate the FY in which you intend to apply for permission to sell bonds to support this project.			FY:			
C.3. Does the new construction project include work that could be classified as maintenance, repair, and renovation (and does not qualify for state financial participation)? Please indicate: If NO, please skip to question C.4.			YES		NO	
If yes, please provide the allocation of project costs between new construction activities and maintenance, repair, and renovation activities below:						
Total Maintenance, Repair, Renovation Costs (These costs are not eligible for state financial participation because the completed project facility condition does not exceed original condition):						
Total New Construction Costs:						
C.4. Project Construction Dates						
A. Estimated date of start of project design {mm/dd/yyyy}:						
B. Estimated date of start of construction {mm/dd/yyyy}:						
C. Estimated date of completion of construction {mm/dd/yyyy}:						

Project Name and Number

--

~~C.5~~ Discuss how this project ties to and supports the major emphasis of the district Facilities Master Plan.

--

~~C.6.~~ Discuss how this new construction project supports sound educational practices. Does project improve practices of entire district, several schools, or only one school?

--

~~C.7.~~ Discuss the new construction project's compliance with current academic facilities standards as contained in the Arkansas School Facility Manual, including, without limitation, appropriate space utilization of existing academic facilities in the district.

--

~~C.8~~ Discuss how the new construction project supports the prudent and resourceful expenditure of state funds and improves the school district's ability to deliver an adequate and equitable education to public school students in the district.

<hr/>

Project Name and Number

--

~~**C.9.** Discuss the new construction project's improvements to health and safety needs, including the addressing of critical health and safety needs.~~

C.10. Discuss the new construction project's effect on curriculum improvement and diversification, including, if applicable 1) the use of instructional technology, 2) distance learning, and 3) access to advanced courses in science/mathematics, language arts, and social studies. Please discuss all three areas.



C.11. Discuss the school district's multi-school, multi-district and regional planning to achieve the most effective and efficient instructional delivery system.

~~C.12. Discuss the new construction project's impacts on reasonable travel time and practical means of addressing other demographic considerations.~~

Part D: Submission Requirements

1. All applications for state financial participation under this program shall be postmarked or received, via first class mail return receipt requested or via stamped receipt of hand delivery, in the Office of the Director of The Division of Public School Academic Facilities and Transportation, 501 Woodlane St., Suite 600, Little Rock, Arkansas 72201, no later than 4:30 pm on May 1, 2008, for fiscal years 2009-2011.
2. School districts may only submit one application and shall identify all new construction projects of academic facilities on the application.
3. If additional space is required in filling out any part of this application, insertions may be used to provide additional information. However, the application form should not be modified to omit or delete any information.
4. School districts must submit:
 - a. This application completed in its entirety. Complete one Part A with general school district information. Complete one Part B and one Part C for each project submitted for Partnership Program Funding. **(Note Part B requirements for submission of Arkansas School Facility Manual Program of Requirements.**
 - b. A resolution certifying to the Division the school district's dedication of local resources to meet the school district's share of financial participation in the new construction project. The resolution shall specify the approximate date that the board of directors of the school district intends to seek elector approval of any bond or tax measure or to apply other local resources to pay the school district's share of the financial participation in the new construction project.
 - c. Schematic (line) drawings or preliminary designs as defined in Section 3.25 and described in paragraph 7.02 of these rules by August 1, 2008.

Components

1. Spread footings and wall footings.
2. Trenched footings/turned down footings
3. Drilled piers
4. Reinforced concrete foundation walls
5. Reinforced concrete masonry walls utilizing normal weight masonry units with all cores grouted and reinforced
6. Concrete grade beams
7. Driven piles and pile caps
8. Auger cast piles and pile caps
9. Other systems if recommended and acceptable to the geotechnical engineer and the structural engineer.
10. Where expansive clays are present on the site, the geotechnical investigation is to address such and special foundation and floor slab systems and/or undercutting and backfilling shall be utilized as recommended by the geotechnical engineering investigation.

Standards

1. **Foundations shall be designed by a structural engineer to meet the recommendations given by a geotechnical engineer based upon his geotechnical investigation and report and in accordance with the current state building code.**
2. **Structurally sound**
3. **Deflections and differential movement to be limited to magnitudes compatible with other building components.**
4. **Compatible with soil type**
5. **Water Barrier**
6. **Long life expectancy**
7. **Sub-slab ventilation in areas with radon or potential soil gas submissions. Requirement for such is to be determined by qualified testing agency.**
8. **Concrete minimum compressive strength at 28 days to be as required by structural engineer's design, but shall be no less than the following:**
 - a. **Foundations – 3,000 psi**
 - b. **Floor slabs – 3,000 psi**

c. Precast systems – 5,000 psi

Strength of concrete provided is to be tested by independent testing lab, during construction.

9. Concrete reinforcing steel shall ~~be graded 60a – minimum~~ grade 60 and meet the requirements of the current state building code and structural engineer's design.
10. Project site concrete mixing shall not be used, unless otherwise approved by an independent testing agency.
11. For classrooms and corridor areas, use no less .than a 4" thick concrete slab with 6x6 - W1.4 x W1.4 welded wire fabric.
12. Under concrete building slabs, place a minimum ~~40 6 10~~ 10 6 10 mil vapor barrier and compact a minimum of 4" of drainage fill material unless geotechnical engineering investigation recommends otherwise.

Guidelines

1. Concrete materials, may use 10-20% flyash as replacement, but not addition. Mix design to be done by qualified independent testing agency.
2. Use low and non-toxic form releases.

MASONRY CAVITY WALLS EXTERIOR WALLSComponentsExamples

1. Masonry veneer cavity walls
2. Masonry veneer and metal framing walls
3. Masonry veneer and wood framing walls
4. Pre-cast concrete insulated panels
5. Metal panel on metal framing walls Metal panel on concrete
4. Metal panel on metal framing walls
5. Veneer and wood framing walls

masonry walls

NOTE: Other types of exterior wall construction may be acceptable if type meets or exceeds the above performance standards criteria. Construction standards following, indicated in bold type, are to be considered mandatory minimum requirements. More stringent requirements shall be used when required by the current state building codes and fire prevention codes.

Standards**insulation**

1. **Impact resistant – must resist breakdown from projectiles**
2. **Moisture resistant – provide vapor retarder to inside of**
3. **Thermal resistant – minimum U-factor of 0.074. Consider long-term performance**
4. **Air Barrier System (Required) Option include:**
 - a. Self-adhering sheets
 - b. Fluid applied membranes
 - c. Closed-cell polyurethane insulation
 - d. Air barrier transion tape required at masonry control joints.
5. **Minimum maintenance – no routine applied maintenance**
6. **Detail roof/wall intersection to provide a continuous air barrier system.**

~~MASONRY CAVITY WALLS~~ EXTERIOR WALLS

- | | |
|------------|--|
| Guidelines | <ol style="list-style-type: none">1. Economical – consider life cycle evaluation2. Light-colored exterior walls3. <u>Preference given to non-combustable materials</u> |
|------------|--|
-





~~MASONRY CAVITY WALLS~~ MASONRY VENEER CAVITY WALLS

Components

1. Exterior finish
 - a. Exterior stone, clay, or concrete masonry units
2. One inch air cavity (two inch recommended)
3. Cavity insulation
 - a. Rigid insulation — seal inside face — seal seams with tape or mastic or closed cell polyurethane insulation
4. Interior concrete masonry units Air Barrier System (required)
5. Backup material
 - a. Concrete masonry unit (normal weight)

Standards

1. Impact, moisture, and thermal resistant.
2. Fire resistant
3. In-wall flashing – copper fabric laminate; Elastomeric thermoplastic; sheet metal
4. Drain cavity with weep holes, 4'0" o.c.
5. Steel reinforcement to meet the requirements of the current state building code, including the seismic provisions where applicable.
- 5.6. Rebar shall be minimum grade 60.
- 7.6. Face brick veneer: grade SW
- 7.8. Concrete masonry: unit compressive strength 1900 psi (13.1 MPa) Use CMU's containing fly ash.
- 9.8. Insulation: extruded polystyrene board or spray polyurethane foam. Minimum R-value of 10.00.
- 9.10. For exterior CMU's veneer, maximize recycled content (minimum 10%); and provide integral water repellent.

Guidelines

1. Use mortar dropping control product to prevent blocking of weep holes

~~MASONRY CAVITY WALLS~~ MASONRY VENEER CAVITY WALLS

2. _____ 2. _____ For exterior CMU, provide normal weight (CMU) with integral color.
3. _____ ~~Do not paint.~~ Thorocoat coating is acceptable.

METAL PANEL ON METAL FRAMING MASONRY VENEER ON METAL FRAMING WALLS

Components

1. Exterior finish
 - a. Exterior stone, clay, or concrete masonry units
2. One inch air cavity (two inch recommended)
3. Exterior sheathing: glass-mat gypsum Cavity insulation
Sheathing board: Extruded polystyrene sheathing insulation
 - a. Rigid insulation or closed cell extruded polyurethane insulation
 - b. Exterior sheathing
4. Bat/blanket insulation with faced membrane
5. Back-up material
 - a. Cold formed steel framing system
6. Interior gypsum wallboard, type X, foil-backed
5/8 inch abuse/moisture/mold resistant gypsum wallboard

Standards

1. **Impact, moisture, and thermal resistant**
2. **In-wall flashing**
3. **Drain cavity with weep holes, 4'0" o.c.**
4. **Mill galvanized wall ties**
5. **Face brick veneer: grade SW**
6. **Concrete masonry veneer: unit compressive strength 1900 psi (13.1Mpa) Optional use of CMU's containing fly ash. Maximize recycled content. Provide integral color and integral water repellent.**
7. Thorocoat is acceptable.
8. Steel framing system
 - a. Light gauge steel studs (minimum 22 gauge) or as designed by structural engineer.
 - b. Pre-engineered steel framing system as designed by structural engineer.
79. **Use minimum R-19 fiberglass insulation. The paper or foil vapor barrier should be anchored to the face of the studs.**

Guidelines

- 108.** **Insulation could be soybean oil-based polyurethane, open-cell, semi-rigid foam.**
1. Maximize recycled content.

~~METAL PANEL ON METAL FRAMING PRE-CAST CONCRETE –
INSULATED SANDWICH WALL~~

Component

1. Exterior architectural concrete with smooth or exposed aggregate texture finish or thin brick facing.
2. Rigid cavity insulation.
3. Structural concrete backup.
4. Interior finish, if exposed, to be smooth concrete or exposed aggregate concrete or a surface applied smooth or textured finish.

Standards

1. **Impact, moisture, and thermal resistant**
2. **Low maintenance**
3. **Meet ASHRAE 90.1-~~2001~~ 2007 (or later) and current state energy code requirements**
4. **Use extruded polystyrene or polyisocyanurate insulation**
5. **Use fiber composite or plastic connectors – no metal connectors**
6. **Concrete materials: Portland cement ASTM C 180, Type I or III; Fly ash, ASTM C 618, Class C or F may be substituted for up to 20 percent of total cementitious materials**
7. **Concrete mix: 28 day compressive strength, 5,000 psi minimum**
8. **Interior surface: paint or skim-coat plaster**

Components

1. Exterior finish
 - a. Exterior metal wall panel system
2. Weather barrier
3. ~~Exterior sheathing~~ Extruded – Polystyrene foam sheathing
4. Air barrier system required
- ~~54.~~ Batt insulation with vapor barrier
- ~~65.~~ Backup materials
 - a. Cold-formed metal framing
7. 5/8 inch abuse/moisture/mold resistant gypsum wallboard

Standards

1. **Metal wall panel: 0.0269 inches minimum thickness zinc-coated (galvanized) or aluminum-zinc alloy-coated sheet steel; fluoropolymer exterior finish with minimum 20 year finish warranty**
2. **Low maintenance**
3. **Moisture and thermal resistant**
4. **Weather barrier: composite, self-adhesive, rubberized-asphalt compound flashing product**
5. Steel framing system:
 - a. ~~Provide s~~ Steel studs as designed by structural engineer
 - b. Pre-engineered steel framing system as designed by structural engineer
6. **Provide ASTM C665, Type 1, faced mineral fiber insulation blankets**
7. **Interior surface: painted, ~~5/8~~ 5/8 1/2 inch, Type X gypsum wallboard**
8. **Insulation could be soybean oil-based polyurethane, open-cell, semi-rigid foam**

Guidelines

- ~~1. Consider use of 3/4 inch extruded polystyrene foam wall sheathing~~
- 1. Maximize recycled content

**METAL PANEL ON METAL FRAMING MASONRY VENEER ON WOOD
FRAMING WALLS**

Components

1. Exterior finish
 - a. Exterior stone, clay, or concrete masonry units
2. One inch air cavity (two inch recommended)
3. Cavity insulation extruded polystyrene sheathing
 - a. Closed cell
 - a. Rigid insulation
4. Bat/blanket insulation with vapor barrier
5. Backup material:
 - a. Wood frame system
 - b. Heavy timber system
6. 5/8 inch abuse/moisture/mold resistant gypsum wallboard

Standards

1. Impact, moisture, and thermal resistant
2. In-wall flashing
3. Drain cavity with weep holes, 4'0" o.c.
4. Mill galvanized wall ties
5. Face brick veneer: grade SW
6. Concrete masonry veneer: unit compressive strength 1900 psi (13.1Mpa) Optional use of CMU's containing fly ash. Maximize recycled content. Provide integral color and integral water repellant.
7. Wood frame systems or heavy timber systems:
 - a. Engineered in strict compliance with requirements of
Arkansas State Fire Prevention Code and Building Code.
 - b. All lumber used for wood framed wall systems shall be #2 grade, kiln dried Southern Pine; #2 grade, kiln dried, Spruce-Pine-Fir; or #2 grade, Hem-Fir or better.
8. Use minimum R-19 fiberglass insulation. The paper or foil vapor barrier should be anchored to the face of the studs.

~~METAL PANEL ON METAL FRAMING MASONRY VENEER ON WOOD
FRAMING WALLS~~

9. Insulation could be soybean oil-based polyurethane, open-cell, semi-rigid foam.

Guidelines

1. Maximize recycled content.

PurposeExamples

1. Shingle roof system
2. Metal roof with blanket insulation
3. Metal roof with rigid insulation
4. Built-up asphalt roof system
5. Single-ply roof system
6. Modified Bitumen Roofing System
7. Cold tar roof system

NOTE: #1: Other types of roof systems may be acceptable if system meets or exceeds the above performance standards listed below.:

#2: All roof system and products shall be designed in accordance with state fire prevention code and state building code.

Performance Standards**maintenance**

1. **Moisture resistant – integral finishes**
2. **Thermal resistant – minimum U-factor for low-slope roof is 26.0 and steep roof 19.6.**
3. **Positive slope – minimum slope 1/4” in 12”, unless specified otherwise.**
4. **Minimal maintenance – upkeep but not continual**
5. **Wind / weather resistant – meet FM uplift criteria**
6. **Positive drainage to interior drains or exterior sources**
7. **Fire resistive – meet UL class “A”**
8. **“ENERGY STAR” compliant ratings for surface treatments**
9. **Consider “radiant barriers”, such as aluminum foil at the ceiling of attics**
10. Sheet metal flashings shall conform to SMACNA’s “Architectural Sheet Metal Manual”.

11. Pre-Roofing Conference prior to field installation of roofing system.

SHINGLE ROOF SYSTEMS

Components

1. Asphalt shingles, UL class "A"; ASTM B108 or UL790
2. Roofing accessories:
 - a. Felt or membrane underlayment
 - b. Self-adhering sheet underlayment
3. Vented nailboard insulation: oriented strand board (OSB) or plywood
4. Rigid insulation with vapor barrier on under side: extruded polystyrene or polyisocyanurate board
5. Vapor barrier
6. Structural ~~roof deck~~ support: steel deck or cementitious deck; or wood deck (lumber, plywood or oriented strand board, OSB) permitted in accordance with Arkansas State Fire Prevention Code and Building Code.

Performance Standards

1. **Moisture resistant**
2. **Thermal resistant**
3. **"ENERGY STAR": compliant surface treatments**
4. **Maximum industry available- material and wind warranty**

Construction Standards

1. **Minimum 3:12 slope**
2. **Fasten shingles to roof sheathing with nails – not staple fasteners.**
3. **Metal drip edge: brake formed sheet metal with at least a 2 inch roof deck flange**
4. Laminated-Strip Asphalt Shingles: ASTM D3462 laminated, multi-ply overlay construction ~~G~~glass-fiber reinforced, mineral-granule surfaced, self-shealing shingles.
5. **Felt underlayment 30 pound asphalt-saturated organic felts, nonperforated. Use two layers where slope equals or is less than 4/12.**

6. Sheet metal flashings conform to SMACNA's "Architectural Sheet Metal" manual. Includes perimeter edge metal; penetration flashings; valley construction; and apron, step, cricket, or back flashings.



~~SHINGLE ROOF SYSTEMS~~ METAL ROOF WITH BLANKET INSULATION

Components

1. Standing seam metal roof panels, minimum 26 gauge
 - a. Profile: vertical, rib, seamed joint
 - b. Metal panelsMaterial: aluminum zinc alloy coated steel sheet
 - c. Exterior finish: fluoropolymer two-coat finish system 70 percent PDY resin. or Kynar 500 finish system
 - d. Snow guards: seam mounted, stop or bare type (surface mounted is not acceptable)
2. Insulation: glass fiber blanket with vapor tight edge tabs and facer on under side (Minimum R-19)
3. Galvanized steel purlins
4. Solid substrate with ice/watershield moisture barrier recommended.
54. Structural support:
 - a. Steel joist or other structural members or truss joists
 - b. Pre-engineered structural framing system.

Performance Standards

1. **Moisture resistant**
2. **Thermal resistant**
3. **"ENERGY STAR": compliant surface treatments**
4. ~~20-year finish and weathertightness warranty~~ **Special warranty on panel finishes by manufacturer: 20 years.**
5. **Special weathertightness warranty for standing seam metal roof panels: 20 years.**
56. **System shall have ASTM E 1592-94 wind uplift classification.**
76. **Contractor furnish 2 year guarantee on materials and Workmanship (in accordance with terms and conditions of manufacturer's 20 year weathertightness warranty).**
8. **System shall have ASTM E 1592-94 wind uplift classification.**
9. **No water penetration when tested according to ASTE 1646.**

Construction Standards

1. **Minimum 1:12 slope**
2. **Thermal spacers where panels attach directly to purlins**
3. **Standing seam assembly: factory formed, cap seam assembly designed for concealed mechanical attachment of panels to roof purlins or deck**
4. **Air leakage through assembly of not more than 0.06 CFM/sq.ft. of roof area when tested to ASTM E 1680.**
5. **No water penetration when tested according to ASTM E 1646.**

Construction Guidelines

1. "ENERGY STAR" compliant roof surface recommended

Components

1. Top membrane: cap sheet, interply sheet, and base sheet
2. Recovery board
3. Rigid roof insulation — one or two layers
4. Structural support: steel deck or cementitious deck or wood deck (lumber, plywood or oriented strand board, OSB)

Performance Standards

1. Moisture resistant
2. Thermal resistant
3. Relatively low maintenance
4. Economical
5. “ENERGY STAR” compliant surface treatments
6. Must have class A rating complying with ASTM E 108
7. Manufacturer to provide a 15-year warranty
8. Contractor to provide 2-year guarantee warranting the roofing, insulation, and flashing

Construction Standards

1. Minimum slope 1/4":12"
2. Base sheet: asphalt-impregnated no. 28 glass-fiber HT-felt or styrene butadiene styrene (SBS) modified bitumen
3. Interply sheet: (SBS) sheet with glass-fiber or nonwoven polyester reinforcing with minimum 15-year warranty.
4. Cap sheet: (SBS) modified asphalt sheet with granule surface
5. Install modified bituminous flashing at cant strips, roof edges, and at penetrations through roof
6. Pre-roofing Conference prior to field installation of roofing

Components

1. Uniform elastomeric EPDM membrane or TPO
2. ½ inch, rigid cover board
3. Rigid insulation — one or two layers
4. Vapor barrier
5. ¼ inch substrate board
6. Structural support: steel deck or cementitious deck or wood deck (lumber, plywood or oriented strand board, OSB).

Performance Standards

1. Moisture resistant
2. Thermal resistant
3. Weather / temperature resistant
4. “ENERGY STAR”: compliant surface treatment
5. Class “A” U.L. roof system
6. Manufacturer to provide 15 year warranty
7. Contractor to provide 2 year guarantee warranting the roofing, insulation, and flashing work

Construction Standards

1. Minimum slope 1/4”:12”
2. Loose laid/ballasted, fully adhered or mechanically fastened ethylene propylene diene monomers (EPDM) membrane,
.045 inch thick minimum
3. Cover board: ASTM C 1177, glass mat, water resistant gypsum substrate Type X, or ASTM C 272 gypsum wood fiber composite board
4. Insulation: extruded polystyrene board or polyisocyanurate board
5. Vapor barrier: polyethylene retarder, ASTM D 4397, 6 mils (0.15 mm) thick minimum
6. Substrate board: glass mat, water resistant gypsum board
7. Pre-roofing Conference prior to field installation of roofing

Components

1. Standing seam metal roof panels, minimum 26 gauge
 - a. Profile: vertical rib, seamed joint
 - b. Material: ~~Metal panels:~~ aluminum zinc alloy coated steel sheet with
 - c. Exterior finish: fluoropolymer two-coat finish system ~~or Kynar 500 finish system~~ 70 percent PDFV resin.
 - d. Snow guards: seam mounted, stop or bar type (surface mounted is not acceptable.)
2. Underlayment (ice and water shield)
3. Nail base Rigid roof insulation – one or two layers
4. Structural support: steel deck or cententitious deck; wood deck (lumber, plywood or oriented strand board, OSB) permitted in accordance with Arkansas State Fire Prevention Code and Building Code.

Performance Standards

1. **Moderate impact resistant**
2. **Moisture resistant**
3. **ENERGY STAR” compliant surface treatment**
4. **Thermal resistant Special warranty on panel finishes: 20 years.**
- 5.4. **Low maintenance Special weathertightness warranty for standing seam metal roof panels: 20 years.**
- 6.5. **Long-lasting system Contractor furnish 2 year guarantee on materials workmanship (in accordance with terms and conditions of manufacturer’s 20 year weathertightness warranty).**
6. **20-year finish and weathertightness warranty**
7. **System shall have ASTM E 1592-94 wind uplift classification**
8. **No water penetration when tested according to ASTM E 1646**
9. **Contractor finish 2-year guarantee on materials and workmanship**
10. **“ENERGY STAR” compliant surface treatment**

Construction Standards

1. **Minimum 1:12 slope**
2. **Underlayment: self-adhering high temperature sheet: 30 to 40 mils thick**
3. **Standing seam assembly: factory formed, cap seam assembly designed for concealed mechanical attachment of panels to roof purlins or deck**
4. **Air leakage through assembly of not more than 0.06 CFM/sq.ft. of roof area when tested to ASTM E 1680**
5. **Pre-roofing Conference prior to field installation of roofing**

Components

1. Top membrane: coal tar bitumen and glass fiber ply felts
2. Backer sheet
3. Rigid roof insulation
4. Structural support: steel deck

Performance Standards

1. Moisture resistant
2. Thermal resistant
3. Long lasting
4. Fume emission
5. "ENERGY STAR" compliant surface treatments
6. Contractor to provide 3 year guarantee warranting the roofing, insulation, and flashing
7. Manufacturer to provide a 15 year warranty

Construction Standards

1. Minimum slope: 1/4" to 12
2. Coal tar pitch: ASTM D 450, Type I, specially formulated for low fume emission
3. Coal tar primer: ASTM D43; high pen primer 452
4. Backer sheet: standard spun-bonded, non-woven, polyester reinforced fabric
5. 1/4 inch to 5/8 inch, clean gravel surface
6. Four plies of coal tar-impregnated glass fiber mats, complying with ASTM D 4990, Type I
7. Pre-roofing Conference prior to field installation of roofing

~~COLD TAR ROOF SYSTEM~~ BUILT-UP ASPHALT ROOF SYSTEM

- Components _____ 1, _____ Top membrane: APP or SBS bitumen with glass fiber or polyester reinforcing.
2. _____ Interply sheet, ply IV fiberglass felt
3. _____ Base sheet: UL-G2, ASTM D4601 Type II
4. _____ Rigid roof insulation Perlite cover board is required
5. _____ Structural support: Steel deck, cementitious deck or wood deck (lumber, plywood or oriented strand board, OSB).

_____ ~~Performance Standards~~

1. _____ ~~Moisture resistant~~
2. _____ ~~Thermal resistant~~
3. _____ ~~Long lasting~~
4. _____ ~~“ENERGY STAR” compliant surface treatment~~
5. _____ ~~Contractor to provide a minimum 2 year warranty covering the roofing, insulation and flashing~~
6. _____ ~~Manufacturer to provide a minimum 20 year warranty~~

_____ ~~Construction Standards~~

1. _____ ~~Minimum slope 1/4” to 12~~
2. _____ ~~Torch applied or hot mopped asphalt~~
3. _____ ~~Fibrated aluminum coating or granular surface coating~~
4. _____ ~~Pre-roofing Conference prior to field installation of roofing~~

Components

1. Alternating layers of bituminous sheets and viscous bituminous coatings over an insulated deck.

Constructions Standards

1. System description:
 - a. BU-I-A-G (4) -A (Built-up membrane over insulated deck using asphalt with glass fiber ply sheets and aggregate surfacing.
 - b. BU-I-L-G2 (coated base) (4)-A (built-up roof membrane over insulated deck using cold liquid applied asphalt with ply sheets and aggregate surfacing).
2. Base sheet (recommended by manufacturer)
3. Ply felt: asphalt impregnated, glass fiber felt, complying with ASTM D2178, Type VI or 28 lb. coated base sheets as required by manufacturer to meet warranty requirements.
4. Flashing sheet
 - a. SB5 modified asphalt sheet, mineral granule surfaced, ASTM G162 (composite sheet) or ASTM G164 (polyster)
 - b. APP modified asphalt sheet, mineral granule surfaced, ASTM G223 (composite)
5. Asphalt materials
 - a. Roofing asphalt: Recommended by built-up roofing manufacturer
 - b. Cold applied adhesive
6. Auxiliary membrane materials may include: aggregate surfacing; substrate board, vapor retarder; roof coating and/or protective walkways.
7. Polisocyanurate board insulation with a minimum compressive strength of 20 PSI and be faced on both top and bottom.
8. Pre-Roofing Conference prior to field installation of roofing.

Performance Standards

1. Thermal resistant
2. Impact resistant
3. Moisture resistant
4. Manufacturer to provide minimum 15 year warranty
5. Contractor to provide 2 year guarantee warranting the roofing, insulation and flashing.

Components

1. Roofing system formed with modified bituminous membranes over an insulated deck.

Construction Standards

1. System description – provided one of the following:
 - a. MBA(1)-i-(T,M or L)-G(2)-M or A (modified bitumen APP roofing membrane over insulated deck, mopped or set in cold, liquid-applied adhesive, with glass fiber ply sheet and mineral or aggregate surfacing
 - b. MBS (1)-I-(T, M or L)-G(2) M or A (modified bitumen SBS roofing membrane, over insulated deck, mopped or set in cold, liquid-applied adhesive, with glass fiber ply sheet and mineral or aggregate surfacing.
2. Cap sheet – provide one of the following:
 - a. SBS modified bituminous cap sheet: SBS modified asphalt sheet, smooth surfaced, dusted with fine parting agent on both sides or granular surfaced; suitable for application method specified; manufacturer's standard thickness and weight; for use of reinforcing type as follows:
 - i. Use: roof membrand and base flashing
 - ii. Reinforcing: composite woven (ASTM G162) and glass fiber mat.
 - b. APP-Modified cap sheet, smooth surfaced: atactic polyprospolene modified asphalt sheet, smooth surfaced; suitable for application method specified; manufacturer's standard thickness and weight; for use and of reinforcing types as follows:
 - i. Use: roof membrane and base flashing
 - ii. Reinforcing: composite woven (ASTM G162) and glass fiber mat
3. Auxilary membrane materials may include: protective surfacing (aggregate surfacing or roof granules); roofing asphalt (as recommended by system manufacturer); substrate board (if required by design professional or roof manufacturer); cold applied adhesive: vapor retarded (if required by project conditions by design professional or manufacturer; and protective walkway materials recommended by system manufacturer.
4. Base sheet: unperformedated, asphalt impregnated and coated glass fiber sheet, dusted with fine mineral surfacing on both sides.
5. Base ply felts: asphalt coated, glass fiber felt, complying with ASTM D2178, Type VI or 28 lb. coated base sheets as required by manufacturer to meet warranty requirements.
6. Polyiso-cyanurate board insulation with a minimum compressive strength of 20 PSI and be faced with both top and bottom; and provide tapered insulation, preformed saddles,

7. crickets, tapered edge strips and other insulation shapes as required for “positive drainage”.
8. Insulation accessories as may be recommended by the insulation manufacturer and as compatible with membrane roofing including: fasteners; cold fluid applied adhesive; wood nailer strips; and cover board (perlite insulation board or cellulosic-fiber insulation board).
9. Pre-Roofing Conference prior to field installation of roofing.

Performance Standards

1. Thermal resistant
2. Impact resistant
3. Moisture resistant
4. Manufacturer to provide a minimum 20 year warranty
5. Contractor to provide a minimum 2 year warranty covering the roofing, insulation and flashing.

4.

Performance Standards

1. **Easy to clean materials**
2. **Resistant to moisture or that inhibit the growth of biological contaminants**
3. **Impact resistant materials in high traffic areas**
4. **Durable, long life materials**
5. **Dimensional planning to reduce waste (i.e. 4 ft. by 8 ft. wallboard)**
6. **Use materials that meet industry consensus standards for VOC emissions.**

Guidelines

1. Consider design for disassembly for a product and its parts to be reused, remanufactured, or recycled
2. Good acoustical qualities
3. Consider recycled/recyclable
4. Local (within 500 miles) materials and products where possible
5. Consider renewable materials

Examples

1. Concrete masonry walls (CMU)
2. Glazed tile and ceramic tile
3. Gypsum wallboard
4. Veneer plaster over gypsum wallboard
5. Operable partitions
6. Folding partitions
7. Demountable partitions
8. Wood framing



Examples

1. Concrete masonry walls (CMU)
2. Structural glazed tile walls (CGFU)
3. Ceramic tile (CT)

Performance Standards

1. **Impact resistant**
2. **Easily cleanable & maintainable**
3. **Good acoustic qualities**
4. **Daylight enhancement qualities**

Construction Standards

1. **CMU walls: ASTM C190, 1900 psi compressive strength, normal weight aggregate**
2. **Tooled or struck mortar joints for cleanability. Use Type “S” mortar for loadbearing walls and Type “N” for non-loadbearing walls.**
3. **Glazed structural clay tile: ASTM C 126, Type I (single-faced units) and Type II (double-faced units)**
4. **Ceramic tile: for materials ANSI A 137.1 “Specifications for Ceramic Tile”; for installation ANSI 108 series and TCA handbook**
5. **Glazed wall tile: 5/16 inch thick, flat tile with cushion edges**
6. **Grout tile using latex Portland cement grout. Exception: use chemical resistant epoxy grout in kitchens**

GYPSUM WALLBOARD

Gypsum Wallboard

Examples

1. Metal or wood studs with gypsum wallboard both sides
2. Veneer plaster over gypsum wallboard

Performance Guidelines

1. "Abrasive-resistant" and "high impact" in high traffic areas
2. Economical
3. Relatively easy to move or remove
4. Accommodates periodic finish color changes
5. Good sound barrier with acoustical insulation

Construction Standards

thick

1. **Do not use in exterior walls where threat of moisture and mold might be present**
2. **Sound transmission characteristic: Minimum STC: 41 in academic areas**
3. **Steel framing: comply with ASTM C754 and G40 hot-dip galvanized zinc coating**
4. **Gypsum wallboard: ASTM C36, ~~Type X~~, Type X 5/8 inch**
5. **Type X wallboard required at rated partitions**
6. **Moisture resistant wallboard to be used in high moisture areas**
57. **Metal studs: ASTM C645, 20 gauge sheet base metal**
68. **Provide control joints in partitions 30 feet maximum**
79. **Veneer plaster: ASTM C58T consisting of separate base coat and finish coat**
810. **Wood stud grade marked as required by the applicable building code**



Examples

1. Operable partitions
2. Folding partitions
3. Demountable partitions

Performance Standards

1. Easily moved from opened to closed (stored) position by manual or electrical operating mechanism
2. Sound control (STC rating) as required to meet the sound isolation requirements for the functional use of the rooms or spaces to be divided
3. Options for tack and marker-board surfaces
4. Overhead structural support with minimal deflection as required for functional operation.
5. Demountable partitions convenient to disassemble and relocate

Construction Standards

1. Manually or electrically operated partitions
2. Operable partitions: panels ½ inch gypsum board laminated with 3/16 inch natural cork (STC 47) or steel face sheet (STC 50); Panel finish-vinyl fabric, carpet, tack boards or marker boards; pedestrian pass doors as required
3. Accordion folding partitions: steel or aluminum suspension tracks; manually operated; interior 22 gauge steel panels for sound isolation; vinyl coated fabric finish
4. Demountable partitions; face panels of gypsum board painted or covered with vinyl; face panels of steel painted or covered with vinyl or plastic laminate; doors and windows available as required
5. Non-combustible products that meet rated fire or smoke separation building code requirements



General Guidelines

1. This section establishes the minimum design requirements that must be met by the Plumbing Design Professional. Minimum code requirements are the current edition of the Arkansas State Plumbing and Gas Codes. Local codes and standards may take precedence over these requirements provided said codes and standards are considered more stringent.
2. All systems shall be designed in compliance with the current Arkansas Energy Code.

Site Design Parameters Guidelines

1. Determination of the available site services with regard to gas service, sanitary systems, storm water systems, domestic water system, and fire service system is necessary as a part of the site selection process.
2. The building plumbing system design is to be complete to 5 feet outside the perimeter of the building foundation system and shall include all piping, fixtures, appurtenances, and appliances in connection with a supply of water (except for fire sprinkler systems), sanitary drainage or storm drainage facilities within or adjacent to any building, structure, or conveyance on the premises. The connection to a utility water meter or other public water or sewer utility property or other source of water supply or sewage disposal and storm water structures shall be designed by the Site Utility Design Professional from 5 feet outside the perimeter of the building foundation system. Food service grease interceptors, science room acid neutralizing sumps, and gas piping and regulators, shall be designed, in most cases, by the Plumbing Design Professional.
3. The Plumbing Design Professional is required to evaluate the need and method to provide gas service to the building. All natural gas piping systems shall be installed in accordance with the Arkansas Gas Code. If natural gas service is not available, the installation of liquid propane gas should be investigated. The estimated gas loads for operation of the heating water boilers, domestic water heaters, food service equipment, science program usage, and miscellaneous items are obtained from the appropriate disciplines by the Plumbing Design Professional and totaled with the inclusion of a growth or safety factor. Discussion with the local gas company is necessary, both to determine potential service costs and to determine the responsibilities of the building owner and the gas company regarding installation. It is also important to determine the gas pressure requirements for the equipment in the building and communicate this need to the gas company. The Plumbing Design Professional or Site Utility Design Professional shall design the gas service.

|



Valving Standards

1. Valves will be installed to isolate individual plumbing fixtures and groups of plumbing fixtures to permit shut down of the fixture or equipment item without affecting the remainder of the building.
2. The domestic water system valves shall be bronze construction gate valves or valves with a ball-type conventional port.
3. The gas supply to science rooms and art rooms shall have an emergency solenoid-type, automatic shutoff valve with a manual reset. The purpose of the valve is for shut down of the gas in case of an emergency or when the fire alarm system is activated. A solenoid-type, automatic shutoff valve with a manual reset shall be installed to shut the gas off to the appliances under the kitchen hood in the event there is a fire under the hood. The valves are designed normally closed and are held open by an electric solenoid valve. A mushroom-type wall switch shall be located in the room for solenoid activation.

Hangers Standards

1. Provide hangers for all horizontal, suspended, domestic, water, gas, sanitary, and storm piping with distances as noted in the state and local codes.

Identification Guidelines

1. Piping shall be identified in mechanical rooms, unfinished spaces without ceilings, above suspended lay-in acoustical ceilings, and crawl spaces for the type of service and direction of flow. Equipment shall be identified with nameplates.

Testing Guidelines

1. Domestic water, storm and sanitary sewers, and gas piping shall be tested per state and local codes.

Potable Water System Standards

1. All buildings shall include a potable domestic water system serving all sinks, toilets, showers, food service, custodial needs, hose bibs, HVAC plant systems, and drinking water coolers/fountains. All municipal domestic water entering the building must pass through a reduced pressure backflow preventer to protect the outside water source from contamination in the building. Whenever possible, the backflow device shall be located inside the building. A main pressure-reducing valve is required if the incoming water pressure exceeds 75 psi. All backflow prevention devices shall be installed and maintained in accordance with the requirements of the Arkansas Department of Health and/or the municipal water purveyor.
2. Water distribution throughout the facility will be through piping systems located above ceiling areas and below insulation. Piping installed under slab areas shall be avoided where possible, unless accessible for maintenance on the system.
3. Domestic water systems within the building shall be Type K or L copper tubing. The use of polyvinyl chloride, chlorinated polyvinyl chloride, or polybutylene material will not be permitted.
4. Water piping and gas piping to island sinks shall be in an accessible trench in the floor with a removable cover.
5. The required pressure for operation of the furthest fixture from the incoming service will determine if a pressure booster system will be required. The booster system should be a packaged unit that includes all controls. Provide a constant-speed duplex pump package with bladder-type compression tank to meet the flow requirements. It will be necessary to consider the installation of an emergency power system in order to maintain the operation of the booster system in the event of power outages, if the building is to be used during emergency-type occupancies. Coordination with the Electrical Design Professional will be necessary. ~~Minimum pressure required at the furthest fixture connection shall be 35~~ psi.
6. Insulate the piping to minimum requirements of current Arkansas Energy Code.

Domestic Water Heater System Standards

1. A hot water return system with a re-circulating pump shall be required if the building hot water piping is more than 5100 feet in length.
2. The on/off operation of the 120 and 140 degrees Fahrenheit water circulation pumps shall be controlled by time clock operation and an aquastat.
3. Instantaneous water heaters with a storage tank shall be required for high use applications in buildings with kitchens and/or shower room facilities. Tank-type water heaters shall be considered for use in elementary school applications having no dishwasher facilities and no locker rooms.
4. The use of thermostatic mixing valves is required to maintain hot water temperature consistent with the plumbing code requirement of a maximum of 110~~120~~ degrees Fahrenheit water to hand washing sinks and 120~~degrees Fahrenheit water to~~ showers. Use a single valve or a high/low valve system based on minimum and maximum flow rates.
5. ~~An optional application to the~~ Provide a building-wide hot water system; ~~is the use of a point-of-use~~ instantaneous water heater for remote locations.

Water Conditioning and Softening Systems Guidelines

1. The water shall be tested for quality to determine the makeup of the water including hardness, mineral content, and chemicals. The recommendation for installation of a water conditioning/softening system should be directly related to the results of the water testing. A total hardness of less than 10 grains will not require a softener system.
2. If the grain hardness is above 10 grains per gallon (171 ppm), the water softener shall be sized to reduce the hardness to 10 grains, but never below 6 grains. Soften the hot water only.
3. Review with school personnel before incorporating water softening in the design. A complete water conditioning system, including iron filters, may be necessary in the event the water has high iron content from an on-site well system.

Sanitary Piping System Standards

1. Piping materials shall include Schedule 40 polyvinyl chloride with solvent joints; cast iron no hub; or cast iron, hub and spigot.
2. Fill material around piping below slab shall be compacted granular material to 95 percent-modified proctor. Piping shall not be installed parallel/directly under walls.
3. Piping above grade shall be cast iron, no hub with approved hanger spacing or schedule 40 PVC except in any plenum.
4. Acid waste piping below grade will be Schedule 40 polypropylene with fusion joints or CPVC with solvent cement joints. All acid waste piping above grade shall be Schedule 40 polypropylene with mechanical joints or CVPC with solvent cement joints. Acid waste piping in plenum applications shall be fire- and smoke-rated. Acid neutralizing sumps shall be located on the exterior of the building with access to grade.
5. Provide information to the Site Design Professional as to the depth of the sewer(s) exiting the building. Provide information to the Structural Design Professional as to the location and depths of the sewer in relationship to footings and columns as they pertain to the project.

Gas Piping Systems Standards

1. Gas piping shall be Schedule 40 black steel with screw fittings for piping 2 1/2 inches or less and welded fittings for piping 2 1/2 inches or larger.
2. Gas piping in plenums shall not contain valves or unions.
3. A gas regulator shall be provided to maintain the correct inlet pressure to each gas appliance. The inlet and outlet piping to each regulator shall be valved with Arkansas Gas Code approved valves.
4. The maximum gas pressure into the building shall be as established by the local gas company. Provide the gas company with the gas load for each appliance, and the minimum and maximum operating pressures for each appliance early in the design process
5. Provide a valve and a dirt leg at each appliance connection.
6. LP gas piping shall not be concealed.
7. Natural gas piping to island sinks shall be in an accessible trench in the floor with a removable cover.

Roof Drain and Storm Sewer Systems Standards

1. Piping materials shall include Schedule 40 polyvinyl chloride with solvent joints; cast iron, no hub or cast iron, hub and spigot.
2. Fill material around piping below slab shall be compacted granular material to 95 percent-modified proctor. Piping shall not be installed parallel/directly under walls.
3. Piping above grade shall be cast iron, no hub, with approved hanger spacing.
4. Provide connections to all roof drains.
5. Provide information to the Site Design Professional as to the depth of the sewer(s) exiting the building. Provide information to the Structural Design Professional as to the location and depths of the sewer in relationship to footing and column pass as they pertain to the project.

Plumbing Systems for Food Service Areas Standards

1. Ware washing system will have a booster heater to provide 180-degree water unless the system utilizes a chemical dishwasher.
2. Provide 3-compartment sink with 110~~140~~-degree water.
3. Provide a grease interceptor on the sanitary sewer line serving the food service area. The grease interceptor shall be located on the exterior of the building and will be sized for a 500-gallon minimum capacity, constructed of concrete or cast iron with access to grade. Interceptor shall meet the Arkansas Plumbing Code and Local requirements. Locate the interceptor as close to the building as practical.
4. Provide 140-degree water to all kitchen equipment except hand washing lavatories and sinks.

Building Fire Protection Systems Standards

1. All buildings shall have a complete fire suppression (sprinkler) system throughout in accordance with NFPA 13, 14 and 20 when dictated by the Design Professional. Available static water pressure, residual pressure, and water flow must be evaluated as a part of this determination.
2. Installation of a water storage system along with the fire pump installation may be required where insufficient water, flow, and pressure are present.
3. A backflow preventer shall be included on all incoming systems.

Plumbing Fixtures and Specialties Standards

1. Water closets shall be china, white, hand operated or battery or hardwired infrared flush valve, wall hung or floor mounted, and low water consumption type.
2. Urinals shall be china, white, hand operated or battery/hardwired infrared flush valve, wall hung or floor mounted, and low water consumption type. Waterless urinals are optional.
3. Lavatories shall be wall or counter mounted china and shall have cast brass hand operated or battery or hardwired infrared faucet. Temperature control shall be integral with the faucet or remote mixed. (See Domestic Water Heater System Standards)
4. Showers shall be low water consumption, pressure-balanced type.
5. Drinking water coolers/fountains shall be refrigerated and conform to ADA standards.
6. Sinks shall be 18-gauge, 302 or 304 stainless steel.
7. Science lab sinks shall be connected with acid-resistant material. The science casework manufacturer shall provide sinks.
8. ~~In large group restrooms with 3 or more lavatories, the Large group restrooms shall be provided with lavatories or a lavatories can be substituted with a~~ comparably sized wash fountain with infrared sensing or manual operation.
9. All plumbing fixtures and trim designed or designated for use by the handicapped shall meet the Americans with Disabilities Act guidelines.
10. Water supply (hot and/or cold) to the lavatories, sinks, and drinking fountains shall have angle stops with loose key handles.
11. All lavatories, water closets, and urinals shall have wall carriers.
12. Floor drains shall be installed in each restroom (except single person toilet room), locker room, mechanical room, and kitchen area. Provide a sediment bucket in the floor drain if conditions exist where solids may enter the drain.
13. Sanitary and storm sewer cleanouts shall be installed at 50 feet on center inside and outside the building, and at changes in direction of 90 degrees or more, at the bottom of vertical risers and as the sewer exits the building.

14. Showers shall have a hot and cold, single lever pressure balancing valve with a vandal-resistant head.
15. Service sinks shall be floor-mounted, molded stone, 10 inches high, with a wall-mounted faucet, except as provided in Item 21.
16. Install a cold water hose bib in each large group restroom, locker room, and mechanical room. The hose bib shall be surface mounted behind a lockable door in restrooms and locker rooms, with access by a removable key handle.
17. Reduced pressure backflow preventers are required on the water supplies to each HVAC makeup water system.
18. A water pressure reducing station requiring 2 pressure reducing valves sized for 1/3 and 2/3 flows shall maintain the water pressure in the building to a maximum of 75 psi, if the incoming water pressure can exceed 75 psi.
19. Clay traps shall be provided in art rooms to prohibit clay and solids from entering the sanitary sewer. The clay trap shall be accessible to clean out the trap.
20. Trap primers or trap guards shall be required for all traps inside the building. Trap primers or trap guards shall be accessible for repair.
21. Provide floor drain sinks with hinged covers in custodial closets and the main mechanical room for emptying of the power floor cleaning units, where those devices are used.

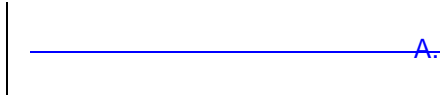
General Standards

~~A. The heating, ventilating and air conditioning system design shall be based on the ASHRAE Handbook and standards, the state of Arkansas code references, and good engineering practice. School HVAC system plans and specifications shall be prepared by a licensed professional engineer with a valid Arkansas registration. The HVAC Design Professional should review each requirement and obtain or develop the necessary information for each specific building before proceeding with the systems design.~~

~~B. All systems shall be designed in compliance with ASHRAE Standard 90.1 "Energy Standard for Buildings except Low-Rise Residential Buildings", as modified by the Arkansas Energy Code.~~

~~C. All HVAC products shall be rated in accordance with the applicable ARI rating program (where rating has been established), or products manufactured in compliance with policies of the Arkansas HVACR Licensing Board and in compliance with Arkansas Law.~~

~~D. All new construction shall include air conditioning. Variances will be considered by the Division upon request. System Selection Life Cycle Cost Analysis Guidelines~~



General Standards

- A. The heating, ventilating, and air conditioning system design standards criteria denoted as a part of this Design Manual have been developed or are obtained directly from accepted engineering design references such as the ASHRAE handbooks and standards, the state of Arkansas code references, and good engineering practice. School HVAC system plans and specifications shall be prepared by a licensed professional engineer with a valid Arkansas registration. The HVAC Design Professional should review each requirement and obtain or develop the necessary information for each specific building before proceeding with the systems design.
- B. All systems shall be designed in compliance with ASHRAE Standard 90.1 "Energy Standard for Buildings except Low-Rise Residential Buildings", as modified by the Arkansas Energy Code.
- C. All HVAC products shall be rated in accordance with the applicable ARI rating program (where rating has been established), or products manufactured in compliance with policies of the Arkansas HVACR Licensing Board and in compliance with Arkansas Law.
- D. All new construction shall include air-conditioning except in some physical education and indoor practice facility spaces as hereinafter defined. Variances will be considered by the Division upon request.

System Selection Life Cycle Cost Analysis Guidelines

- A. Several HVAC systems are applicable to Arkansas Schools. System selection shall be based on a life cycle cost analysis of a minimum of three alternative systems. This requirement for System Selection Life Cycle Cost Analysis applies to New Construction, including new buildings and additions to existing buildings, and the replacement to upgrade HVAC units in existing buildings when the cumulative cooling tonnage exceeds 16 tons. The Life Cycle Cost Analyses shall be submitted with the project final review documents. This analysis may be considered as an extra service to the design contract.
- B. The following are examples of acceptable programs for use in generating a detailed evaluation of proposed heating, ventilating, and air conditioning systems. Further, the building load calculations necessary for the design of each building will require the use of computer-generated data. Equivalent computer programs that are able to generate the necessary data for evaluation of the proposed heating, ventilating, and air conditioning systems and for generation of the building load data will be considered, but must be submitted for approval prior to use.

1. Trane Trace 700 (or the most recent version of Trane Trace).
 - a) The Trane Trace 700 program is a PC based program used by the HVAC Design Professional for generation of detailed building system air conditioning loads, energy consumption analysis, and economic analysis. The current version can

be obtained from the Trane Company, Customer Direct Service (CDS) Network, La Crosse, WI, 608-787-2000.

2. Carrier HAP (Or the most recent version of Carrier HAP).

a) The Carrier Hourly Analysis Program is a PC based program used by the HVAC Design Professional for generation of detailed building system air conditioning loads, energy consumption analysis, and economic analysis. The current version can be obtained by contacting the local Carrier equipment representative or by calling Software Systems Network, Syracuse, NY, 315-432-7072.

3. DOE-2.E

a) The DOE-2.E is a detailed energy analysis program developed through the United States Department of Energy. A number of vendors across the country have developed software that operates to meet the intent of the DOE-2.E program.

C. Occupancy loads and schedules will mirror the building usage schedules. Input occupancy shall be calculated at 90 percent of capacity during normal school hours for classroom areas and the administration area. After hours occupancy can be considered negligible in these areas. Activity areas such as gymnasiums should be calculated at no more than 25 percent of the full load capacity during unoccupied operation.

D. Lighting systems shall be consistent throughout the building. The lighting load shall be input for consideration as a cooling load only, and should not be used to credit the winter heating load. Lighting loads shall comply with the Arkansas Energy Code. The HVAC Design Professional shall coordinate and review proposed lighting requirements for each building with the Electrical Design Professional prior to generating a final energy load analysis. Usage of the lighting systems should mirror the occupancy scheduling for each area in the building.

E. Computer locations and expected usage will impact every building designed. All classroom areas will be wired for computers. Include a minimum of 280 watts for each computer station in the building. This load includes the total expected heat gain for a desktop computer and color monitor.

Outdoor Air Design Values Guidelines

- A. Summer and winter outside air design values shall be derived from standard ASHRAE compiled weather data located in the latest edition of the ASHRAE Fundamentals Handbook. The city nearest the proposed construction project is to be selected for evaluation. Use the 99.6 percent design values for heating design dry-bulb and the 1 percent design values for cooling design dry-bulb and mean coincidental wet-bulb. To determine the maximum ventilation capacity, use the 1 percent design values for Humidification design dew point and mean coincident dry bulb.

Indoor Air Design Values Guidelines

- A. Indoor air temperature design values must reflect the need for energy conservation and shall be in accordance with the Arkansas Mechanical Code and the Arkansas Energy Code.
- B. Design shall produce indoor conditions in accordance with ASHRAE Standard 55 "Thermal Environmental Conditions for Human Occupancy".
- C. Night setback controls shall be used for all systems. Winter setback temperature shall be 55 degrees Fahrenheit. The summer setup temperature shall operate as required to maintain a relative humidity in the building area that does not exceed 60 percent. Maintaining humidity levels below 60 percent will result in the periodic operation of the HVAC system during the summer months to reduce the potential for mold and mildew in the building.

Outdoor Air Ventilation Requirements Standards

- A. Outdoor ventilation rates shall be calculated for each occupied space and shall conform to the requirements of the Arkansas Mechanical Code minimum ventilation rates. The only exception will be an engineered ventilation system design with written approval of exception by the Arkansas HVACR Board.
- B. Each system shall include controls for a 100 percent economizer cycle to cool the building when dictated by the Arkansas Energy Code.
- C. Energy recovery shall be used as a part of the design for classroom, gymnasium, locker room, and student dining systems ~~when simple payback is less than eight years~~ to reduce the energy consumption required to provide the necessary outdoor ventilation rates, ~~or~~ when dictated required by the Arkansas Energy Code.
- D. Carbon dioxide levels may be monitored through the direct digital temperature control system for proof of system operation to maintain a carbon dioxide level in the building

as recommended by ASHRAE Standard 62. The use of space specific carbon dioxide sensors are recommended for this operation. Return air sensors may be considered when a unit serves multiple spaces provided accurate readings can be

obtained. It is not the intention of this guideline to require the use of carbon dioxide sensors for a reduction of outside air quantities below the calculated minimum air flow requirements.

- E. Ventilation air MUST be conditioned for temperature and humidity control. Acceptable methods are dedicated OSA units, energy recovery ventilators, hot gas humidity control in packaged units and OSA conditioned in an air handling system.**

Temperature Control Systems Guidelines

- A. All temperature control systems installed shall be electronic, direct digital controls. Pneumatic control systems will not be permitted. Each facility will be provided with the means to access the control system software with a desktop or laptop computer. It will be necessary for the HVAC Design Professional to advise the school district of the options for control and management of the building available through the direct digital control system. Building additions where less than 50% of the square footage is being added to a school campus without a DDC system may use electronic night set back thermostats.
- B. Thermostatic zoning shall be developed using good engineering practice. Dissimilar spaces shall not be grouped on the same thermostat. Each classroom shall be an independent zone. Other zones may also be required to be separately thermostatically controlled. Carefully review space requirements for these requirements. Occupied/unoccupied scheduling shall be based on the associated air handling system. Each thermostat zone associated with digital control shall have a means to override the schedule for temporary occupancy.
- C. The direct digital control system shall be capable of performing time of day scheduling, night set-back, holiday scheduling and demand limiting.
- D. The ventilation system control shall be set through the central direct digital controller based on global outside air temperature and humidity to maintain indoor relative humidity below 60 percent.
- E. The direct digital control system shall be designed to place emergency calls to designated school personnel in the event of equipment failure.
- F. Options shall be investigated with each direct digital control system for the operation of exterior, corridor, and restroom

lighting systems through the energy management
computer.

Interior and Exterior Noise Control Guidelines

- A. Interior HVAC acoustic design shall not cause indoor sound levels to exceed NC30. Classrooms and other instructional spaces shall be ducted supply to at least four (4) supply air devices.
- B. The location of exterior mechanical equipment shall be reviewed by the Design Professional for its sound impact, both inside and outside the building.
- C. Exterior equipment operation shall not cause indoor sound levels to exceed specified levels for the space.
- D. Exterior sound levels shall be in compliance with the local governmental ordinances. When these values are not governed, the sound level created by the equipment shall not exceed 70 dB measured at the property line.

Equipment Accessibility Standard

- A. **Access and service space per mechanical equipment shall be in accordance with the Arkansas Mechanical Code.**

Closeout Documents Guidelines

- A. O & M Manuals shall be provided in duplicate for the School District. Manuals shall contain approved shop drawings, operations and maintenance instructions and parts manuals for all HVAC equipment.
- B. The contractor shall maintain and provide to the School District an accurate set of design plans showing all construction revisions to the design set.

Physical Education and Indoor Practice Facility Guidelines

- A. Gymnasiums may be heated and ventilated rather than being provided with mechanical cooling when the HVAC systems are effectively separated from other areas of the building.
- B. Indoor Practice Facilities shall be heated and ventilated.
- C. Ventilation systems must provide ten air changes per hour in spectator facilities.
- D. Ventilation systems must provide five changes per hour in non-spectator spaces.

HVAC DESIGN CRITERIA

- E. The ventilation must provide intake air near playing floor level and exhaust air at the opposite high wall of the space.
- F. Ancillary spaces such as offices and locker rooms shall be served by separate HVAC systems.

Energy Usage Standards

- A. All systems shall be designed in compliance with the current ASHRAE Standard 90.1 “Energy Standard for Building Except Low-Rise Residential Buildings”, and the energy usage requirements prescribed by the Arkansas Energy Code and the Department of Energy.

Electrical Distribution Standards

- A. Electrical systems distributed throughout the building shall be based upon the 480-volt or 208-volt, three-phase, grounded wye configuration except electrical system extensions in existing buildings may match existing criteria.
- B. Transient voltage surge protection and lightning arrester devices shall be located on main service distribution equipment. ~~Transient voltage surge protection shall be provided on branch circuit panels serving electronic equipment.~~
- C. Current carrying conductors shall be a minimum No. 12 American Wire Gauge, except for systems wiring such as fire alarm, data, telephone, etc. Conductors shall only be copper. Aluminum Stabilloy may be utilized in lieu of copper conductors from the utility transformer to the building main disconnect switch. Terminations must be listed compression connectors using a compatible oxide inhibitor. A school district shall put in place and submit to the division a maintenance plan for annual review of all terminations by qualified personnel. Conductor size No. 12 and No. 10 must be solid type, except where flexibility is required, such as at motors. Conductors larger than No. 10 shall be stranded. Aluminum lugs for terminating copper conductors are acceptable, if labeled for that purpose.
- D. Current carrying conductors shall be installed in conduit systems conforming to the National Electrical Code, latest edition.
- E. Continuous equipment grounding conductors shall be installed in all circuits bonded to all ground lugs, bussing, switches, receptacles, equipment frames, etc., per the National Electrical Code. The main facility grounding field electrode system to ground shall be 5 ohms or less.
- F. Electrical systems main service equipment shall be designed with a minimum 25 percent spare amperage capacity and 20 percent spare space capacity. Panel board loads shall not exceed 75 percent of amperage capacity and each panel shall be provided with a minimum of 6 spare overcurrent protection devices. Provide spare overcurrent protection devices in branch distribution panel boards and main service equipment boards.

- G. Electrical energy distribution equipment shall be located in dedicated electrical or mechanical rooms. Main electrical service (switchboards) distribution equipment shall not be located in the main heating or cooling generating room. Branch circuit distribution panel boards recessed in corridor walls will not be acceptable. Provide exterior lockable Main Disconnecting means.
- H. Coordinate service entrance requirements with local utility service companies for electrical energy, telephone, and cable television.
- I. Dry type transformers shall be NEMA TP-1/TP-2 compliant energy efficient type.
- J. Electrical branch circuits to 5 horsepower, 3-phase, and larger motors for air-handling units, exhaust fans, pumps, chillers, and condensing units shall be provided with phase loss protection. Protection shall prevent equipment from single phasing. Phase loss protection equipment shall be integral to starters or variable frequency drives serving the equipment. K. Voltage drop for feeders between the service entrance equipment and the branch circuit distribution equipment shall conform to the requirements of The Arkansas Energy Code.
- L. The intent of connecting emergency power to selected components of the HVAC system is to provide an opportunity to limit damage from freezing weather during a power outage of short duration. The following components are not required to be connected to the emergency power source and are optional within budgets:
1. Air handling unit pre-heat coil (heating coil)
 2. Cooling tower basin heaters.
 3. Chilled water circulating pump, when used for chiller freeze protection.
- Independent, separate raceway, wiring, and transfer switches shall be provided for emergency life safety systems and non-emergency life safety systems.
- M. Consideration to run all branch circuit and feeder conduits within buildings above ceilings and within walls shall be taken. No conduits are permitted in or below slabs unless serving a device or millwork that requires it. Conduit shall be ¾" minimum trade size. MC cable may be used for "lighting whips" of lengths less 6'0". EMT conduit should be used within walls and above ceilings to ease future circuit and technology upgrades.
- N. PVC conduit is not allowed except for the underground portion of the incoming utility service to the buildings. It must then be encased in 3" of concrete. All elbows and risers to 6" above finished floor in PVC conduit runs must be rigid steel. PVC elbows are not allowed.

Lighting Standards

- A. Interior instructional spaces shall be artificially illuminated with energy-efficient and high-efficiency fluorescent light fixtures utilizing low harmonic electronic ballasts and low-mercury certified lamps.
- B. High volume spaces such as gymnasiums, student dining, etc., shall be illuminated with high-efficiency, high-intensity discharge lamp type light fixtures; or, an equal or better energy efficient fluorescent luminaire that maintains or increases light levels. Fluorescent luminaires which are at least as efficient as high-intensity discharge fixtures are recommended over seating areas. Quartz restrike options shall be incorporated into some fixtures to provide an average of 2 foot-candles of illumination during the cool-down/warm-up (restrike) period caused by momentary electrical outages.
- C. The minimum illumination (foot-candle) levels shall conform to the established Illuminating Engineers Society of N.A. guidelines. See illumination chart at the end of this section. Foot-candle calculation shall be developed by using computerized point-by-point analysis of classrooms and other learning spaces. ~~the room cavity ratio method with work plane surface being 30 inches above the floor.~~ Ceiling, wall, and floor material reflectances shall be verified with the Electrical Design Professional.
- D. Emergency means of egress lighting shall be provided per local and NFPA Code requirements. The following areas shall have emergency illumination whether having natural illumination or not:
 - 1. Exits and exit access corridors
 - 2. Small and large assembly areas
 - 3. Locker rooms
 - 4. Student restrooms
 - 5. Main and other dedicated electrical rooms
 - 6. Main mechanical room and other mechanical decks
 - 7. Emergency power equipment location
 - 8. Administration and other building control areas
 - 9. Kitchen/student dining
 - 10. Interior instructional space ~~without—natural illumination~~
 - 11. Rooms with occupant load over 50 people
 - 12. Exterior side of exterior exit doors

Where the total emergency power load exceeds 8 kW, emergency power shall be delivered by on-site, standby power generator. Generators rated 150 kW and below shall use gaseous fuel (if available, large units shall be diesel).

- E. Light fixtures shall be controlled by switches on a per room basis where fixtures are located. Circuit breakers will not be

acceptable for turning lighting “on” and “off”.

- F. Exterior parking areas shall be illuminated with high-intensity, discharge lamp type light fixtures.
- G. High school student dining area shall be equipped with theatrical type lighting controlled by dimmer banks and control consoles.
- H. Computer labs shall be illuminated with fluorescent light fixtures constructed and configured to reduce glare on computer monitors. Minimum Visual Comfort Probability (VCP) in these rooms shall be 80%. ~~equipped with parabolic type lens, recessed direct/indirect fluorescent fixtures with perforated lens or linear pendant fluorescent direct/indirect fixtures suitable for computer screens, to a minimum visual comfort probability (VCP) level of 80.~~
- I. Fluorescent lighting in instructional spaces shall be oriented so the long dimension of the fixture is parallel with the chalkboard on the primary instructional wall unless design parameters suggest otherwise. Optionally provide wall wash type fixtures to illuminate white-boards or chalk-boards. ~~Switching of lamps or fixtures should allow manual control of lighting levels to allow for video viewing including switching fixtures “off” near viewing screen location.~~
- J. Provide site lighting to foot-candle levels recommended by Illuminating Engineering Society of N.A.
- K. Light fixtures located in gymnasiums and auxiliary gymnasiums shall be equipped with protective wire guards.
- L. Exit signs shall be wall mounted, where possible, in lieu of ceiling mounted and be of the LED type.
- M. Art rooms shall be provided with supplemental incandescent track lighting in middle schools and high schools.
- N. Walk through fluorescent lighting shall be provided to supplement main lighting in gymnasium and auxiliary gymnasiums to illuminate area to 5 foot-candles. Fixtures shall be vandal-resistant type and protected with wire guards. Mount fixture at same level as high intensity discharge lighting.
- O. Options shall be investigated for control of exterior and interior corridor lighting by direct digital control, the energy management system, or occupancy sensors. ~~by the energy management system.~~
- P. Interior lighting shall be controlled by occupancy sensors, automatic timed lighting controlled system or a combination of both to comply with ASHRAE 90.1 as required by the Arkansas Energy Code. ~~—~~Exterior lighting shall be

controlled by photo sensor or astronomical time clock to comply with ASHRAE 90.1 1 as required by the Arkansas Energy Code to automatically turn lighting off when sufficient daylight is available.

Q. ~~Instructional space lighting shall be controlled by 2 switches. One switch shall control the inboard lamps and the other switch shall control the outboard lamps in each fixture located in the space.~~ Instructional space lighting shall be configured to provide at least two levels of light. One level shall be configured to darken the area around a video or projection screen.

R. Options shall be investigated for providing non-disruptive day-light harvesting in classrooms and other spaces with natural lighting.

Wiring Devices Standards

- A. General purpose use, 120-volt duplex receptacles shall be specification grade, 20 amp standard grounded type.
- B. Separate receptacles located within instructional spaces shall be provided for general purpose uses and for computer/video technologies.
- C. Instructional spaces shall be provided with a minimum of 8 general use receptacles, as well as double duplex receptacles next to computer/video technologies ports.
- D. Each space or room shall be provided with a minimum of one, 120-volt receptacle.
- E. General purpose receptacles in corridors shall be spaced a maximum of 50 feet apart.
- F. Office areas, conference rooms, and teacher workrooms shall be provided with a minimum of 4 receptacles.
- G. Duplex receptacles within 6 feet of plumbing fixture units shall be ground fault protected. These receptacles shall be protected by a local or an integral ground fault device.
- H. A maximum of 4 computers shall be on a single 20-amp, 120-volt electrical circuit with a dedicated ground, and neutral. Do not share computer circuit neutrals with other branch circuits.
- I. Key-type switches protected with wire guards shall be used to control lighting in gymnasiums, auxiliary gymnasiums, and locker rooms. Non-protected key switches shall be used to control lighting in corridors, large group restrooms, and other public spaces. Instructional type spaces shall be controlled by toggle-type switches.
- J. Provide an exterior, weatherproof ground fault protected duplex receptacle outside each main exterior door.

- K. Electrical receptacles serving food service equipment not located against walls shall be mounted above the floor line on pedestal-type mountings.
- L. Pre-kindergarten/kindergarten classrooms and their auxiliary spaces shall have duplex, tamper-resistant receptacles installed.
- M. Receptacles shall be side-wired using pigtails. Back-wiring or thru-wiring on device terminals is not acceptable.

Fire Alarm System Standards

- A. Fire alarm systems shall be of addressable type, incorporating activation devices such as pull stations, smoke detectors, flow switches, duct detectors, etc., and audio visual devices such as horns and strobes.
- B. System shall comply with the local building code, National Fire Protection Association, and the Americans with Disabilities Act. System shall be in full compliance with IBC and Arkansas Fire Alarm Code.
- C. Main control panel shall be located in the administrative area with remote annunciator stations at main entries, conforming to local jurisdiction requirements.
- D. Strobe devices shall have their candela light intensity discharge conforming to the Americans with Disabilities Act and local codes.
- E. Visual devices shall be located in spaces occupied by students, instructors, and the public. Audible devices shall be located so device delivers sounds levels that are 15 Db over ambient noise levels in areas occupied by students, instructors, or public.
- F. System shall be connected electronically by a digital communicator to an independent monitoring agency or company that is not located on building site premises.
- G. A manual pull station shall be provided in food service areas, at each exterior door used as means of egress, and at other locations conforming to the National Fire Protection Association, and other local codes.
- H. Provide a two-way communication system in spaces designated by the Design Professional as “area for a rescue”. Communication system shall conform to the Americans with Disabilities Act.
- I. Provide audible alarm devices in high ambient noise areas such as technology production labs, vocal rooms, and instrumental rooms.

- J. Protect fire alarm devices located in gymnasiums, auxiliary gymnasiums, and locker rooms with wire guards.
- K. Provide duct smoke detectors where required by NFPA 90 A.
- L. Smoke detectors shall provide full coverage of all spaces.**

Security Systems Standards

- A. Within the base building electrical system cost, provide the following basic security system, items B, C, and D.
- B. Provide conduit rough-in and wiring only for key pad locations, motion sensors, and control panel.
- C. System selection, installation and funding shall be by the school district.
- D. A minimum system design shall include door contact switches at exterior doors and motion detectors distributed throughout corridors, administrative areas, and in rooms with 6 computers or more.

Lightning Protection Standards

- A. Within the design of the base building electrical system, the Electrical Design Professional has the option of including an Underwriter's Laboratory (UL) listed and certified lightning protection system, where calculations indicate the facility may be at elevated risk. Therefore, where calculations indicate the facility may be at an elevated risk, new school buildings shall be protected but additions to existing schools with no history of damage with similar roof elevations may be omitted.

Technology Electrical Standards

- A. Within the base building electrical system cost, provide the following basic Technology rough-ins: (Items B - L). Coordinate the placement of all Technology Conduits, boxes and outlets with the Technology Design Professional.
- B. Provide Telecommunications cable tray above corridor ceilings of academic wings.
 - 1. Provide 24" center-hung raceway in main corridors.
 - 2. Provide 18" center-hung raceway in secondary corridors.
 - 3. Cable tray shall connect between all intermediate closets Telecommunication Rooms (TRs) and the Main Cross-connect (MC).

4. Provide continuous bonding conductor (minimum #6 AWG), in accordance with NEC-250 and TIA/EIA-607, in all cable trays and bond to associated Telecommunications Grounding Busbar (TGB).
 5. NOTE: Cable "D" devices may be used in lieu of cable trays in both main and secondary corridors, providing they are of sufficient size to clearly distinguish individual runs.
- C. Junction boxes used for data/voice/video outlets shall be 2-gang, 3 1/2" deep boxes and equipped with a minimum of a 1" conduit home run to the associated Telecommunications Cable Tray, except where noted by the Telecommunications Design Professional.
- D. Telecommunications Rooms (TRs) shall be provided with a minimum of two (2) 120-volt, 30 Amp circuits for powering rack mounted UPS Units. Quantity and location of circuits will depend upon requirements of Technology Design professional. If the building has a standby Generator, these circuits shall be attached to the standby power. General use receptacles, as well as double duplex receptacles shall be provided next to computer/video technologies ports.
- E. Provide power outlets, technology cabling home-run conduits and projector mounting brackets as follows:
1. Provide one (1), 2-gang, 3 1/2" deep box for Technology use (HI station) and a quad power outlet mounted at 18" below finished ceiling for monitors installed in wall or ceiling mounts.
 - a) Provide one (1), home run, 1-1/4" conduit from HI Station box to associated instructor LO Station box.
 - b) Provide one (1), home run, 1" conduit from HI Station box to associated Telecommunications Cable Tray.
 2. Provide one 2-gang, 3 1/2" deep box for the instructor's LO station and quad power outlet at 18" AFF.
 - a) Provide one home run, 1-1/4" conduit from LO Station box to associated monitor HI Station box.
 3. For locations with an Overhead Mounted Projector in lieu of a Monitor, provide one (1), 1-gang, 3 1/2" deep box for Technology use (Projector HI station) and a dual power outlet mounted in a finished ceiling tile, projector bracket in the finished ceiling.



- a) Provide one (1), home run, 1-1/4" conduit from Projector HI Station box to associated instructor LO Station box.
 - b) Provide one (1), home run, 1" conduit from Projector HI Station box to associated Telecommunications Cable Tray.
- F. Provide a minimum 4-3/4 inch high center divided surface applied metal raceway in computer labs where equipment is located on perimeter of room.
- 1. Provide one (1) 1" conduit for every six computer workstation locations stubbed up above the nearest finished ceiling and home run to the Telecommunications cable tray.
- G. Provide two (2) 2-gang, 3½" deep boxes for the video projector local inputs, with one on the backside of the proscenium wall and one in the control booth.
- 1. Provide one home run 1½" conduit from each box to the video projector in the ceiling.
- H. Provide a minimum of one 4" conduit for Wide Area Network (WAN) from the Service Provider (SP) Entrance (DEMARC) to the property line.
- I. Provide one (1), 4" conduit for cable television (CATV) from the Service Provider (SP) Entrance (DEMARC) to the property line.
- J. Provide one (1), 4" conduit for the telephone from the Service Provider (SP) Entrance (DEMARC) to the property line.
- K. Provide a minimum of two (2), 4" conduits from the Service Provider Entrance (DEMARC) to the Main Cross-Connect (MC) Telecommunications Room (TR). Conduit runs for fiber optic cable have no more than four 90 degree bends without installations of a pull box. All 90 degree bends are to be wide sweep.
- L. Provide one (1), 2" sleeve in all classroom block walls.

Telecommunications Grounding Standards

- A. Provide Telecommunications Grounding/Bonding System in accordance with NEC-250 and TIA/EIA-607 using approved Grounding Hardware. CAD Weld Bonding Conductors to Building Steel.
- B. Provide Telecommunications Main Grounding Busbar (TMGB), and Grounding Busbar (TGB) in Main Cross-connect (MC) Telecommunications Room (TR).

1. All TMGB and TGB Connections to be made with double-bolted, Compression style, Grounding Lugs.
 2. As a minimum, Bond TMGB to following:
 - a) Building Steel (minimum #2 AWG insulated copper bonding conductor).
 - b) Main Electrical Service Ground (minimum #2 AWG insulated copper bonding conductor).
 - c) Local Service Panel Ground (minimum #6 AWG insulated copper bonding conductor).
 - d) Telecommunications Bonding Backbone (TBB) that connects TMGB to other TGBs (minimum #2 AWG insulated copper bonding conductor).
 - e) Associated Telecommunications Cable Tray(s) (minimum #6 AWG insulated copper bonding conductor).
 - f) Telecommunications Conduit(s) Entering TR (minimum #6 AWG insulated copper bonding conductor).
- C. Provide Telecommunications Bonding Backbone (TBB) between all TGBs and the TMGB.
1. The TBB shall be a minimum of #2 AWG insulated copper bonding conductor.
 2. All TBB Connections to be made with double-bolted, Compression style, Grounding Lugs.
- D. As a minimum, the Technology Contractor shall bond the following devices to the associated TMGB and TGBs using a minimum #6 AWG insulated copper bonding conductor using compression style lugs:
1. PABX Equipment
 2. Equipment Racks and Cabinets
 3. TR Cable Ladder and Tray
 4. CATV Equipment
 5. Lightning and Surge Protectors
 6. Telecommunications Devices
 7. Coupled Bonding Conductors (CBCs)
 8. Backbone Cable Shields
 9. Telecommunication and Fiber Cable Shields
 10. Antenna Cable Shields
 11. Raised Floors

Intercom / Bell Systems Guidelines

- A. Provide a complete intercom communication system with call stations and speakers in each occupied space and speakers on the building exterior. Speakers shall be located and sufficiently powered to be clearly heard.
- B. The intercom system shall be capable of generating various tone signals to be used in special notification situations.
- C. Provide Battery Back-up for operation during a power failure.

SCHOOL LIGHTING LEVELS - 2004			
ROOM TYPE CLASSIFICATION	2000 IES FOOTCANDLES	RECOMMENDED DESIGN FOOTCANDLES DIRECT LIGHTING(1)	RECOMMENDED DESIGN FOOTCANDLES INDIRECT LIGHTING
ADMINISTRATIVE			
Offices/Receptionist	50	50	40
Storage Rooms	-	25	25
Restrooms	5	25-30	25-30
Conference/Resource Rooms	30-100	50	40
Health Clinic	50	50	40
Teacher Prep/Workroom	50	50	40
CLASSROOMS-GENERAL	30	50	40
Art Rooms/Kiln	50	50	40
Modular Technology Labs	-	50	40
CADD Labs	30	30	30
Industrial Tech/Production Labs	100	60	60
Computer Labs	30	40	40
Graphics Labs	30-100	50	40
Life Skills Labs	50	50	50
Science Labs	50	50	50
Laundry Rooms	-	25	25
Music Rooms	30-50	50	40
Large Group Instruction Rooms	30	50	40
MEDIA CENTER	-	50	40
Active Areas	30 vertical	50	40
Inactive Areas	5 vertical	40	40
ATHLETIC AREAS			
Gymnasium - Elementary School	100	50	-
Gymnasium - Middle School	100	50	-
Gymnasium - High School	100	60	-
Multi-use P.E. Rooms	-	50	-
Locker Rooms	10	25	25
STUDENT DINING			
Assembly	10-20	20	-
Stage/Work Lights	30	20	-
Make-up/Dressing Rooms	30-50	50	-
Theatrical Control Room	10-30	30	-

Equip room with dimmable incandescent lighting offering 10 foot-candles of illumination.



SCHOOL LIGHTING LEVELS - 2004			
ROOM TYPE CLASSIFICATION	2000 IES FOOTCANDLES	RECOMMENDED DESIGN FOOTCANDLES DIRECT LIGHTING(1)	RECOMMENDED DESIGN FOOTCANDLES INDIRECT LIGHTING
STUDENT DINING	10-50	50	40
Cooking	50	75-80 (2)	-
Food Preparation	50	75-80 (2)	-
Serving Line	50	75-80 (2)	-
Ware Washing	10	75-80 (2)	-
CUSTODIAL CLOSETS	10-30	20-30	-
ELECTRICAL ROOMS	30	20-30	-
MECHANICAL ROOMS	30	30	-
PARKING AREA	.2	1 (3)	-
DRIVEWAYS	.3	.5 (3)	-
CIRCULATION AREAS			
Building Entries	5	5-10 (3)	-
Corridors	5	20	20
Corridors with Lockers	5	20	20
Stairways	5	20	20
(1) Maintenance factor 70%			
(2) Foot-candles shall comply with local health department regulations			
(3) Foot-candles shall conform to section 3211.			

Outlet Locations

◆

General Guidelines

- A. A Technology System Plan and Specifications shall be prepared as part of the overall building design process before construction begins in accordance with the latest edition of the Building Industry Consulting Service International (BICSI) Telecommunications Distribution Methods Manual (TDMM). It shall be designed and approved by a Registered Communications Distribution Designer (RCDD).
- B. All work shall be performed in accordance with the latest revisions of the following standards and codes:
 - 1. Uniform Building Code
 - 2. Local Building Code
 - 3. Local Electrical Code
 - 4. National Electrical Code
 - 5. EIA/TIA-568 Commercial Building Wiring Standards
 - 6. EIA/TIA-569 Commercial Building Standard for _____ Telecom
 - 7. EIA/TIA J-STD-607-A Commercial Building Grounding/Bonding _____ Requirements Standard
- C. A Technology System Plan shall consist of the following minimum Telecommunications Drawings as required:
 - 1. Campus or Site Plans, Exterior Pathways, and Inter-_____ Building Backbones
 - a. Shows physical and logical connections from the perspective of an entire campus - such as actual building locations, exterior pathways, inter-building backbone cabling on plan view drawings, and major system nodes and related connections on the logical system drawings.
 - 2. Layout of complete building per floor – Serving Zone Boundaries, Backbone Systems, and Horizontal Pathways.
 - a. The drawings should show the complete building layout per floor and indicate location of serving zones, communication equipment rooms, access points, pathways, and other systems that need to be viewed from the complete building perspective.
 - 3. Serving Zone Drawings – Drop Locations and Cable IDs
 - a. The building is divided up by its serving zones. Drawings to indicate drop locations, communication equipment rooms, access points and detail callouts for communication equipment rooms and other congested areas.
 - 4. Communication Equipment Rooms – Plan Views – Tech _____ and AMEP/Elevations – Racks and Wall Elevations

- a. Detailed look at communication equipment room. Drawings should indicate technology layout (racks, ladder racks, etc.), mechanical/ electrical layout, rack elevation, and backboard elevation.
- D. The Technology Design shall include the following components:
 - 1. Mandatory Systems
 - a. Telephone system
 - b. Video distribution system
 - c. Data / computer network system
 - d. Central sound / public address system
 - e. Gymnasium sound reinforcement system
 - f. High school student dining sound reinforcement system
 - g. Student dining sound reinforcement system
 - h. Music room sound reinforcement system
 - 2. Optional Systems
 - a. Security system
- E. The Technology Designer should endeavor to reduce the quantity of Main Cross-Connect Rooms (MCs) by centralizing the MCs and/or using one MC to serve multiple floors or areas. For example, in a 3-story building, place the MC on the second floor and serve the 1st, 2nd, and 3rd floors from the same closet. The Technology Designer shall coordinate the quantity and size of MCs required with the Design Professional.
- F. The Technology Designer should endeavor to centralize as many Technology and Control Systems as possible for the district into one school building or Network Operations Center (NOC), and interconnect the buildings and systems via fiber-optic cables whenever economically feasible. Consider using the savings from the centralization of the systems to offset the cost of the inter-building, fiber-optic cabling.

Wiring Standards

- A. Media Standards
 - 1. Unshielded twisted pair
 - a. The minimum standard for horizontal distribution wiring is six (6) cables of category 5e or higher, 4-pair, 24-gauge unshielded twisted pair (UTP) wiring, terminated in each classroom. The standard specifies 100-ohms impedance at one (1) megahertz, satisfying Integrated Services Digital Network (ISDN) and Institute of Electrical and Electronics Engineers (IEEE) 802.3 10BaseT requirements.

b. *Note: wiring specifications are a minimum of category 5e. When bandwidth is expected to be above category 5e of 1 Gigabit per second (Gb/s or 100 Mhz) then category 6 for up to 10 Gigabit or 200+ Mhz should be used. From a future proofing perspective, it is always better to install the best cabling available. This is because it is so difficult to replace cabling inside walls, in ducts under floors and other difficult places to access. The rationale is that cabling will last at least 10 years and will support at least four to five generations of equipment during that time. If future equipment running at much higher data rates requires better cabling, it will be very expensive to pull out category 5e cabling at a later time to install category 6 cabling.*

2. Fiber optics

- a.** The media standard for both intra- and inter-building backbones is 62.5/125 micron graded-index multimode optical fiber cable. A minimum of six-fiber strand cable should be installed for each cable run.

Telecommunication Room Wiring Guidelines .

1. A telecommunication room (TR) is a local communications equipment room. This should be dedicated space

providing a secure environment for the installation and termination of cable network electronics and other telecommunications equipment, as specified in the ADE IT Security Policy (ITSP), 2B2.-

2. The main cross-connect (MC), the point where the backbones and horizontal distribution facilities intersect, should be located near the center of the area served, preferably in the building core area. Every effort should be made to secure as large an area as possible. When one MC is insufficient to cover a building, additional TRs must be established. The same parameters apply for both TRs and MCs.
3. Locate telecommunication rooms away from any sources of electromagnetic interference, such as electrical power-supply transformers, motors, and generators. There should be *no water sources* in this area.
4. There should be one telecommunications room for each 20,000 square feet zone/wing/building section. The recommended minimum closet size is 6 feet by 6 feet. The recommended minimum ceiling height is 8 feet, 6 inches. Closets should be designed with adequate conduit or openings through beams and other obstructions into the accessible ceiling space. Closets should be designed with controls to limit access to authorized personnel only, as specified in the ADE IT Security Policy (ITSP), 2B2.-
5. The MC contains wiring terminations and communications equipment to serve a building. This equipment may include modular fiber distribution panels, wiring termination panels, telephone systems, concentrators/hubs that connect communication lines, routers that connect users on different networks, CATV (cable television) equipment, and equipment racks.

Telecommunication Room Wiring Standards: Interior Environment

1. Telecommunication rooms require continuous climate control. Air conditioning should maintain temperature in the range of 65 to 75 degrees Fahrenheit, with relative humidity in the range of 40 to 55 percent. Telecommunication rooms require continuous climate control. Air conditioning should maintain temperature in the range of 64.4 to 80.6 degrees Fahrenheit. Humidity levels should now be measured by dew point and fall within 5.5 degrees Celsius to 15

degrees (41.9 degrees Fahrenheit to 59 degrees).

2. Carpet should *not* be installed in closets. Tile or sealed concrete floors will protect equipment from static electricity and dust.
3. The major components of the building electrical system should not be co-located in the telecommunications room. *Closet space should be dedicated to serving telecommunication needs only.* Electrical installations supporting telecommunication functions only should be located in the closet.

Telecommunication Room Terminations

1. Each TR should contain at least one universal, self-supporting 19-inch data rack. Each rack should be securely mounted to the floor and braced to the wall using a section of cable tray. Racks must be grounded in accordance with National Electrical Code requirements.
2. **If fiber optic cable is to be terminated in the closet, attach a fiber optic patch panel to the uppermost part of the data rack. Terminate the fiber optic cable with ST, ~~or~~ SC, LC or pre-terminated high capacity MPO type connectors. The maximum optical attenuation for each mated connector pair must not exceed the connector manufacturer's specifications.**
3. Terminate category 5e or higher cable on category 5e or higher RJ45 patch panels in all closet locations. All incoming cables should be routed on the tray and neatly dressed down to the patch panels. A cable management panel should be installed directly above and below each patch panel.

Building Wiring Guidelines

1.

Student Workstation Wiring

- a. Each classroom should have *at least two* student workstation outlets. Consideration should be given to placing at least one student workstation outlet on each wall in every classroom. A duplex power outlet with ground should be in close proximity to the student workstation outlet. **Run two cables of category 5e or higher, 4-pair, unshielded twisted pair from the outlet to the wiring patch panel located in the telecommunication room. The cables must be a *continuous run* and not spliced. The maximum cable length must not exceed 295 feet/90 meters as specified in the EIA/TIA-568 commercial building wiring standard. The maximum allowable horizontal cable distance is 90m of installed cabling, whether fiber or twisted-pair, with 100m of maximum total length including patch cords.**
- b. Each outlet must consist of either flush-mounted or surface-mounted, high-quality category 5e or higher RJ45 modular jacks with IDC-style or 110-style wire T568A or B terminations. Consistency must be maintained throughout the installation.

Wiring Guidelines, Cont'd.

Jacks must meet EIA/TIA-568 recommendations for category 5e or higher connecting hardware.

- c. Each outlet must be terminated with two individual cables. One outlet allows for voice and the remaining outlet allows for data. The color stripes on each cable ~~must~~should correspond with the color stripes on the edge connector. Faceplates must match the manufacturer for RJ45 outlets at all locations.

2. Teacher Workstation Wiring

- a. Each classroom should have one teacher information outlet. A duplex power outlet with ground should be in close proximity to the information outlet.

- b. **Run two cables of category 5e or higher, 4-pair, unshielded twisted pair from the** outlet to the wiring patch panel. **Wiring Standard. The maximum allowable horizontal cable distance is 90m of installed cabling, whether fiber or twisted-pair, with 100m of maximum total length including patch cords.**

- c. Each outlet must consist of either flush-mounted or surface-mounted, high-quality category 5e or higher RJ45 modular jacks with IDC-style or 110-style wire T568A or B terminations. Consistency must be maintained throughout the installation. **Jacks must meet EIA/TIA-568 recommendations for category 5e or higher connecting hardware.**

- d. Each outlet must be terminated with two individual cables. One outlet allows for voice and the remaining outlet allows for data. The color stripes on each cable must correspond with the color stripes on the edge connector. Faceplates must match the manufacturer for RJ45 outlets at all locations.

3. Administrative Workstation Wiring

- a. Each outlet must be terminated with two individual cables. One outlet allows for voice and the remaining outlet allows for data. The color stripes on each cable must correspond with the color stripes on the edge connector. Faceplates must match the manufacturer for RJ45 outlets at all locations.

D. Campus Backbone Wiring

- 1. **Fiber optic cabling shall be the standard for interconnecting buildings in a campus environment.**

The fiber optic cable ~~should~~shall contain a minimum of six fiber strands and be placed in conduit. The cable must meet or exceed FDDI ANSI Standard X3T9.5 requirements for 100 Mbps transmission.

Telephone System Standards

- A. The telephone system ~~shall~~should provide TDM or IP-based voice communications both internally and externally throughout the building and the district.
- B. The PABX ~~shall~~should be a fully digital, IP-Enabled PABX or an all-IP-Based PABX. The all-IP-Based system ~~shall~~should maintain the same high level of functionality, redundancy, and programmable features as originally specified. Any all-IP system ~~shall~~should employ standards-based signaling and instrument powering. All PABX systems should fully support an E911 system.
- C. A school telephone system shall be as follows:
 - 1. Provide a 4-pair, minimum Category 5e, CM (CMP where required), UTP cable to all telephone, fax, alarm, elevator, and ancillary voice connections. Provide Multi-Pair, minimum Category 3, CM (CMP where required), UTP, trunk-cables between Telecommunications Rooms and the Main Cross-connect (MC), and between the MC and the Telecommunications Service Entrance Facility (aka DEMARC).
 - 2. The PABX telephone system ~~shall~~should provide the capability for a fully digital, non-blocking, voice communications link between all classrooms and offices within the building. A telephone set is not required in each classroom; however, the necessary wiring infrastructure ~~shall~~should be installed so as to provide access to the telephone system on an as-needed basis.
 - 3. The PABX telephone system ~~shall~~should be capable of inter-operating on a district-wide basis using T-1, PRI, or VOIP trunking between buildings. The PABX system ~~shall~~should be connected in order to provide a unified system throughout the district. Trunking ~~shall~~should be designed on a P=0.01 basis.
 - 4. Provide telephone jacks and telephones in classrooms, offices, media center, teacher prep areas, workrooms, conference rooms, secretarial areas, telecommunication rooms, elevators, etc., as determined by the district's program needs.
 - 5. Provide fully digital, full-duplex, digital display speakerphones with a minimum of eight (8) programmable function keys in each area where access to the telephone system is needed.

6. Provide a minimum of one fully digital, full-duplex, speakerphone attendant console with multiple programmable function keys and one-touch button calling for all extensions within the building. The attendant console ~~shall~~ should be located in the main administrative reception area.
7. Provide centralized PABX and phone instrument power with a minimum of four (4) busy-hour standby capabilities for all PABX equipment. IP-based systems ~~shall~~ should also be provided with four (4) busy-hour standby capabilities for all powered switches or patch panels located in each telecommunications room. Connect the central power supplies to building emergency power when available. All IP instruments and power sources ~~shall~~ should be IEEE 802.3af compliant.

) Telephone System Guidelines

- A.. Provide personalized programming for each system within the district.
- B. Provide personalized training for all users within the district.
- C. The entire system shall be grounded and bonded in accordance with the latest EIA/TIA-607 specifications.

Video Distribution System Standards

- A. The video delivery system ~~shall~~ should include a 750 MHz broadband, coaxial-based system for distributing centrally-located RF video programming sources such as CATV, satellite dish programming, etc.
- B. The system ~~shall~~ should provide an extension of the CATV service from the service provider's demarc to the main cross-connect. ~~This cable shall be a minimum, P111-500" coaxial cable.~~
- C. The system ~~shall~~ should allow for remote broadband origination of programming via a RF broadband or an MPEG IP connection.

Data / Computer Network System Standards

- A. The data network ~~shall~~ should provide a "high speed" ethernet local area network to all buildings within the district, providing a minimum of 100/1000 Mbps switched ethernet connectivity between all computer devices, such as file servers, printers, etc. The backbone ~~shall~~ should consist of gigabit ethernet links between the telecommunication rooms and the main cross-connect. Inter-building links ~~shall~~ should consist of a minimum of two (2) parallel gigabit ethernet circuits arranged in a load-sharing, ethernet trunk with properly programmed VLAN and

QoS support. ~~The data network shall also provide connectivity for access to the state of Arkansas distance learning networks.~~

B. The data network shall consist of the following:

1. A 4-pair, minimum category 5e compliant, CM-rated (CMP where required), UTP horizontal cabling infrastructure, terminated and tested with a level-III cable certification unit, and provided with a manufacturer's 20 year (minimum) lifetime performance-based warranty.
2. A fiber optic-based backbone cabling infrastructure equipped with multi-mode and single-mode fibers between the telecommunication rooms and the main cross-connect. The multi-mode fibers shall be terminated with fusion-spliced, factory-polished, SC pigtails. The single-mode fibers shall be terminated with fusion-spliced, factory-polished, SC pigtails capable of 10 Gbps operation. ~~—Angle-polished connectors shall be utilized on all single-mode fibers used to support AM video applications.~~
3. A minimum of six (6), 4-pair, minimum category 5e compliant, CM (CMP where required) rated, UTP cables from the service entrance facility to the main cross-connect for the extension of special circuits (T-1, PRI, etc.) that are provided by the service provider.
4. A 100-pair, minimum category 3 compliant, CM (CMP where required) rated, multi-pair telecommunications UTP cable from the service entrance facility to the main cross-connect to be used for the extension of voice, fax, and alarm circuits that are provided by the service-provider. Investigate the possibility of making a single process communication cabling "utility" through the building and/or campus. The result will be a design methodology that allows a standardized cabling system to serve all communications needs throughout the all process areas.
5. A minimum of six (6), 4-pair, minimum category 5e compliant, CM (CMP where required) rated, UTP cables from the main cross-connect to each telecommunications room for special data circuits.
6. A minimum of one (1), 100-pair, minimum category 3 compliant, CM (CMP where required), UTP cable from the main cross-connect to each telecommunications room for voice circuits. Trunk cables must be

sized to accommodate all telephone system requirements.

7. Review the building design and place data faceplates, equipped with a single minimum category 5e compliant, CM (CMP where required) rated, UTP cable from the associated telecommunications room, below ceilings to support the deployment, by the Owner of 802.11a/b/g/n wireless ethernet access points and associated wireless network switching devices and phones. Provide proper spacing for adequate coverage of entire facility. Consult with Owner and consider coverage of selected external areas, playgrounds, entrances, parking lots, commons areas, etc. (via externally mounted antennas). Wireless design shall be based on centralized, IEEE 802.3af compliant power sources.

- C. The system ~~shall~~ should include all jacks, patch panels, patch cords, connectors, labels, designation strips, and equipment cabinets or racks (with associated fans, grounding/bonding, wire-managers, labels, power strips, etc.)
- D. The system ~~shall~~ should include all inter- and intra-building network electronics, including user layer-2 workgroup switches, layer-3 gigabit backbone switches, wireless switches, routers, and file servers.
- E. As a minimum, the network may be used to support the following applications on a local and wide area basis:
 1. Data networking
 2. VoIP telecommunications
 3. Wireless access points
 4. Video conferencing
 5. Video streaming/media retrieval
 6. Automation systems
 7. Control systems
 8. Security systems
- F. The network system ~~shall~~ should also include un-interruptible power supplies (UPS) for all primary components. Provide an SNMP management interface in all UPS units. Provide a minimum of 30 minute (4 hours when used for voice support or security system support) standby power for all network electronics. Connect the UPS units to the building emergency generator when available.

- G. Provide all required integration services to setup and program the network (IP addresses, VLANs, routing, wireless surveys, etc.).
- H. **The entire system shall be grounded and bonded in accordance with the latest EIA/TIA J-STD-607-A specifications.**

Central Sound System / Public Address System Standards

- A. **Provide a building-wide central sound (public address/paging) system providing communications used for “all call” and emergency announcements. This system shall incorporate a master program clock/bell system used to generate tone signals for class change. This system shall be connected to the voice communication (telephone) system. If telephone sets are not installed in all classrooms, the central sound system shall provide two-way communication with the school administrative office.**
- B. **Provide surge-protected, weatherproof exterior horns protected with wire guards/cages, as required, on the outside of the building at playground and bus drop-off/pick-up locations. Consider easily accessible, internally-mounted volume controls for all external paging horns.**
- C. **Provide wall-mounted type horns protected with wire guards/cages, as required, in gymnasiums, auxiliary gymnasiums, and locker rooms. Non-protected, wall-mounted type horns shall be provided in high school student dining areas, technology production labs, vocal rooms, instrumental rooms, mechanical decks, or other spaces with high ambient noise levels.**
- D. **Instructional spaces shall have speakers recessed in ceiling pads in suspended ceilings. Supply wall-mounted volume controls as required.**

Gymnasium Sound Reinforcement System Guidelines

- A. Provide a separate sound system in gymnasiums for use during instruction periods, student assemblies, public assemblies, and sporting events.
- B. Locate main equipment cabinet directly accessible from the gymnasium for ease of adjusting sound levels.

- C. Provide a minimum of 2 combination XLR microphone/auxiliary jacks at opposite ends of space.
- D. In buildings where announcements or broadcasts are to be made from bleachers, provide a single microphone and an auxiliary jack in a junction box attached to the bleachers. Provide protective cover plates.
- E. Provide a wireless microphone system.
- F. Loudspeakers pointed at the bleachers shall provide a maximum 3 decibels difference in sound level across the entire bleacher seating area and 25 decibels over the highest ambient noise level.
- G. Provide a feedback elimination system.
- H. Provide a portable console/cabinet containing a CD, and cassette, and MP3 player unit, mic mixer, mic inputs, and associated audio cables for attaching to the permanently mounted microphone and auxiliary input faceplates.
- I. The entire system shall be grounded and bonded in accordance with the latest EIA/TIA-607 specifications.

High School Student Dining Area Sound Reinforcement System Guidelines

- A. Provide a separate sound system in high school student dining areas for use during media productions, stage productions, student assemblies, or public assemblies.
- B. The system shall be designed for a high degree of intelligibility and a full range of stereo music capabilities.
- C. Locate the main equipment cabinet in the main high school student dining area control room. Provide a sound reinforcement mixing station in the control room and at the back of the high school student dining area.
- D. Locate the main sound reinforcement speakers in a space so all seats are provided with a high degree of intelligibility for both stereo music and speech. Intelligibility shall be a maximum of 3 decibels over the entire seating area and 25 decibels over the highest ambient noise level.
- E. Provide a minimum of 2 microphone outlets at locations in the seating area. Locate a microphone patch panel housing microphone/auxiliary outlets- housing XLR microphone/auxiliary inputs on the stage to serve various microphone stands on stage. Provide for on-stage, monitor speakers connected to central amplifier.

- F. Provide separate wireless sound systems for both performers and for attendees requiring assistive listening. The assistive listening system shall conform to the Americans with Disabilities Act guidelines.
- G. Install speakers used for monitoring this sound system in ready (green) rooms so performers know when to go on stage. Such rooms may include dressing rooms, music rooms, and instrumental rooms. Consider video monitor jack for video monitoring.
- H. Provide a wireless stage manager communication system dedicated for use by sound, lighting, and stage manager personnel.
- I. Provide a feedback elimination system.
- J. When equipped with an FM tuner, connect to an FM antenna mounted externally to the building.
- K. The entire system shall be grounded and bonded in accordance with the latest EIA/TIA-607 specifications.

Student Dining Sound Reinforcement System Guidelines (Cafeteriums only)

- A. Provide a separate sound system in the student dining area for use during student assemblies or public assemblies.
- B. This system shall be comprised of a permanently mounted cabinet or rack (based on space architecture) for housing production and amplification equipment connected to either ceiling- or wall-mounted speakers conforming to the architecture of the space.
- C. Provide a minimum of 2 XLR combination hanging microphone/auxiliary jacks at opposite ends of space for use.
- D. Provide a wireless microphone system located in the rack/cabinet system.
- E. Provide a feedback elimination system.
- F. When equipped with an FM tuner, connect to an FM antenna mounted externally to the building.
- G. The entire system shall be grounded and bonded in accordance with the latest EIA/TIA-607 specifications.

Music Room Sound Reinforcement System Guidelines

- A. Provide single (shared) portable sound equipment for the playing and recording of music in the high school instrumental, vocal, and ensemble rooms.
- B. Provide the instrumental, vocal, and ensemble rooms with wall-mounted speakers and a minimum of 3 XLR wall-mounted microphone jacks distributed throughout the rooms. Provide a minimum of 2 XLR hanging microphone jacks located on the ceilings.
- C. The equipment rack shall be mobile housing amplification equipment.
- D. Provide a feedback elimination system.
- E. The entire system shall be grounded and bonded in accordance with the latest EIA/TIA-607 specifications.

Security Systems Guidelines (optional)

- A. Within the building security system allowance designated in Chapter 1, provide as many of the following provisions as possible. The following recommendations represent a reasonable expectation of protection within budget constraints and security needs of the district. The Design Professional should specify the priority security systems to fit the site/building conditions.
 - 1. The primary security system will be the access control system; consisting of a CPU, software, control modules, wiring, readers, and strikes/locks for selected exterior doors. The remainder of the exterior doors should be equipped with fire panic hardware making them available for emergency exit but not for entry. Remove exterior hardware.
 - 2. Burglar alarms: Every exterior door is contacted and backup up by motion detection in the corridors to protect the facility from after-hours intrusion and to summon authorities in an emergency situation. Install motion detectors on all floors of the facility in corridors and all rooms with outside access. The alarm system shall be integrated with the building lighting system and shall activate the corridor lights and other selected areas in the event of alarm activation.
 - 3. CCTV: Provide exterior cameras and adequate cameras in the corridors, plus the head end equipment (digital recorder, monitors, multiplexer, and power).
 - 4. Pan zoom tilt (PZT) should be considered for external cameras. Mount external cameras in appropriate environmentally controlled enclosure. Mount internal cameras in smoked-dome enclosures.
- B. Provide security screens for windows if warranted by the specific project location and exposure.

- C. Every system shall be UL approved and monitoring shall be provided at UL approved central station.
- D. Every alarm system shall communicate over a dedicated telephone data line.
 - 1. Alarm system shall have a battery backup (UPS system) for power of at least 4 hours. Provide SNMP management on UPS system and connect to network.
 - 2. Connect the UPS units to building emergency generator when available.
 - 3. System shall be programmed to accept individual alarm access codes from authorized employees. Codes are not to be shared.
 - 4. Each keypad will have a distress code.
 - 5. The systems will be supervised, i.e., power failure, line cut, and communication failure will signal the monitoring station of the problem.
 - 6. Every door, hatch or other port of entry will be fitted with an alarm contact.
 - 7. Each entry point will be backed up by motion detectors.
 - 8. Panic buttons will be installed at reception areas.
 - 9. An exterior horn and strobe light that signals an alarm break will be part of this system.
 - 10. If equipped, the fire system flow and tamper switches will be tied to an alarm point.
 - 11. The alarm company will provide monthly reports detailing alarm system use, including opening, closing, and alarm conditions.
 - 12. Consideration shall be given to centralizing and integrating the system on a district-wide basis via the wide area network, where available.
- E. Minimum Standard: Closed Circuit Television Systems
 - 1. Cameras: All cameras will be color, CCD chip technology. They may be stationary or they may be pan, tilt, or zoom. Those abilities will be designated at the design phase and based on need. All cameras will be equipped with an automatic iris to control light. Compatible lenses specific to each placement and required field of view will be used. Cameras with integral motion detectors are acceptable. Limit internal camera spacing to 150 feet maximum. Provide a dedicated camera for each building entrance. Use appropriate lenses for application.
 - 2. All cameras shall be capable of being viewed and digitally recorded at the same time.
 - 3. Controllers: Should the design call for cameras that can pan, tilt, and zoom, they will require a controller that can move the cameras. The system shall have a battery backup (UPS system) for power of at least 4 hours. Provide SNMP management on UPS system and

connect to network. Provide for graceful shutdown of equipment.

The controller shall be IP connected to the network and shall permit viewing and control over the network, via PCs. A separate security VLAN shall be established. Connect the central UPS to building emergency generator when available.

4. Recorder: Each recorder shall be digital and provide for up to 60 days of storage. Each recording system shall be equipped with provisions for extracting digital images and transferring to a CD. The recordings shall contain a digitally encoded date and time for each camera. Each recorder shall be equipped with digital image enhancement capabilities. The recorder shall be network connected and shall be capable of being viewed and controlled remotely from a PC workstation over the data network.
5. Motion Detectors: The camera system should be equipped with motion detectors for changing the frame per second recording rate, depending on system set up.
6. Camera Power: All cameras will be powered by low voltage wire and transformers connected to central UPS power with a minimum of 4 hours standby. The wire will be run with the copper video transmission cable. Category 5e, IP, or Baseband video systems are acceptable. In-line or parallel power is acceptable. Cable runs exceeding 500 feet may require the use of fiber optic cable. Exterior installations can have the cable above or below ground. The wire must be tied to a support cable if run above the ground, and every camera should be grounded with surge suppressors for lightning strikes. The lightning protectors shall be properly grounded in accordance with NEC and EIA/TIA-607 and connected to the associated telecommunications grounding bus (TGB).
7. Exterior Housings: Exterior cameras will be placed in climate-controlled and vandal-resistant housings. Exterior cameras will be placed no more than 1,000 feet apart. Exterior camera housings shall be grounded in accordance with NEC and EIA/TIA-607.
8. Monitors: Systems with 4 or fewer cameras will be monitored with a 13-inch (minimum) color monitor. Systems of 5 cameras or more will be monitored with 20-inch color monitors. An additional 20-inch (minimum) color monitor should be mounted on the ceiling at the public entrance to show that cameras are being used in the public areas.
9. Consideration shall be given to integrating the system on district-wide basis via the wide area network.

F. Minimum Standard: Access Control Systems

1. All access control systems should be a minimum of Windows 2000 based or compatible. The system should

have the ability to integrate alarms and video signals into one centralized system. The number of doors on the System will vary from building to building; however, a minimum number of doors should be selected for access control devices. All other exterior doors should be equipped with fire panic devices to prevent entry while allowing exit. The system shall have a battery backup (UPS system) for power of at least 4 hours. Provide SNMP management on UPS system and connect to network. Provide for graceful shutdown of equipment. The controller shall be IP-connected to the network and shall permit viewing and control over the network, via PCs. Connect the central power supplies to building emergency power, when available.

2. Card readers should be proximity or biometric readers. Doors protected by access control will open for exit by using a crash bar release. Each of these doors will be monitored via the door alarm contact for being propped or stuck open. In an emergency, the protected doors can be seized allowing exit only.
3. The system will be on a programmed schedule that automatically unlocks the doors for admittance at the start of the day, locks doors (except the main entrance) during class hours, and locks all doors at the close of the day. This will funnel visitors to the front door where they can be observed and controlled.
4. The head-end equipment for the access control system will, ideally, integrate both alarm and video signals. Consideration shall be given to integrating the system on a district-wide basis via the wide area network.

Interactive Classroom Design Guidelines (optional)

Videoconferencing classrooms require special attention to ensure that the highest quality sound and visual signals are transmitted and received by participants. The following are recommendations on the building of interactive videoconferencing rooms.

- A. Location: A quiet, convenient and central location is best. It should be isolated or separated from the sources of loud outside noise. This minimizes the need for sound isolation treatment. The room should be near an area that allows for direct and indirect supervision of the class (for monitoring students, security and liability reasons). Access should be suitable for a person with a physical disability. A ground floor location is preferable. Areas to avoid are those that are located near high traffic areas, lifts, plumbing, workshops, and plant rooms. Care should be taken to diminish the sounds from the air conditioning ducts, the **gymnasium, band room, shop, or cafeteria.**

- B. **Classroom Size:** Classroom size depends on the maximum number of participants you hope to have in your room. We suggest planning for a minimum of 20 participants, but ideally be prepared to accommodate at least 25, with tables and chairs. The space should be approximately 24 feet wide by 30 feet long, with a ceiling of 9 feet minimum, to accommodate compressed interactive equipment along with 20 students, or a majority of the faculty for staff development. For teaching seminar groups involving 100 or more, the system should be placed in a lecture theatre setting. Consideration shall be given for appropriate acoustics.
- C. **Classroom Shape:** To reduce acoustic effects, square rooms should be avoided, if possible. An oblong or irregular shaped room is a better shape, as it does not encourage standing waves (and thus echoes).
- D. **Physical Layout:** Room layout will depend on the number of participants, the available space and the purpose of the room. Layout is a compromise between clear audio, the best viewing of monitors, interaction, and the space available.
- E. **Acoustics:** Audio quality is one of the most critical technical elements in a successful videoconference, and it has implications for the selection and placing of the room, as well as for its construction and treatment. The participants and presenters must hear each other clearly, both locally and remotely, without strain. Some factors influence the quality of the sound in a videoconference; namely, ambient noise, room acoustics and reverberation, and equipment configuration.
 - 1. Acoustic treatment of rooms will need to be executed with materials that satisfy the relevant building regulations, so it is essential that this work be supervised by qualified staff.
 - 2. The internal acoustics of a room are very important. Too much reverberation (echoes in a closed room) will present problems. Rooms should not be too absorbent, as this will present an unnatural and uncomfortable environment for the participants. A room that suffers badly from echoes should have the acoustic treatment applied to the adjacent walls rather than the two opposite ones. This will allow standing waves to be reduced in two dimensions (lengthwise and widthwise).
 - 3. Hard blank walls can be deadened by heavy curtains,

which have the added bonus of improving the décor. Carpets and other soft furnishings will improve the acoustics and will generally be more cost-effective than acoustic ceiling tile.

- F. Windows: The ideal room has NO windows. Windows always cause problems for television cameras due to the changing light levels. Window Treatments: If windows are unavoidable, heavy curtains or drapes should be applied to improve acoustics.
- G. Entrances: Entrance at rear of the room is the best option. Access should be suitable for a person with a physical disability.
- H. Flooring: There should be carpet on the floor. Carpets and other soft furnishings will improve the acoustics and will generally be more cost-effective than acoustic ceiling tile.
- I. Lighting: Fluorescent lighting is the most realistic choice for these rooms. Normal office lighting levels will be adequate, i.e 500 Lux, and an intermediate or warm fluorescent tube color (equivalent color temperature 3200-4000 Kelvin). There should not be a buzzing sound projected from the lights in the classroom.
 - 1. Install lighting at the front of the room but ensure that it is on a separate switch from the rest of the room lights. As a general practice, it is advised that classroom lighting, even in traditional classrooms, be “zoned” into rows of separately switched lights. These rows should run across the width of the room, not down its length. In this way the front of a room, beside the projection screen, can be darkened to give better contrast to the projected images, but still retain a good level of light over the participant’s desks.

[1.2 Recommend using high efficiency T-8 lamps and electronic ballast along with the use of occupancy light sensors to prevent energy waste in unoccupied areas and/or buildings, along with copy/work rooms, rest rooms, etc.](#)

- J. HVAC: The HVAC should be seen – not heard in the classroom. Microphones are sensitive to moving air. The microphone amplifies normal air conditioning and can cause a large amount of background noise in a videoconference. Air conditioning/handling equipment will also require installation by experienced staff to ensure the quality of air is adequate and the temperature, humidity, etc. are of an acceptable standard.
- K. Communication: There should be a dedicated phone line and phone in the videoconference room. It is also recommended that there be a FAX line in the room. It is suggested that you have at least one phone and an additional phone line, or jack, in the room for a FAX line or expansion in the future.

- L. Computer: Videoconference rooms should have a minimum of four areas to access a computer and the Internet.
- M. Electrical: Electrical installations need to comply with ~~IEEE~~ current National Electrical Code (NEC) wiring regulations and should be carried out by competent and qualified staff. The equipment used for videoconferencing should be powered from a clean main supply to avoid electrical interference. It should not be on a circuit that is shared by large electrical loads such as plant motors, lifts, workshops, etc.
 - 1. ~~There should be at least two 20-amp electrical circuits on dedicated breakers for the compressed interactive videoconferencing equipment (one for the CODEC and one for the monitors). At least 4 regular outlets per wall are strongly suggested.~~
- N. Wiring: To minimize hum pickup, signal cables (i.e. sound and vision) should not be run parallel to main supply cables; this is especially important for microphone cables. Also, do not run over or parallel to lighting ballasts.
 - 1. Several cables should be run from the control desk to the picture monitors and loudspeaker/audio mixer and also to the CODEC, wherever these are situated. Some provision must be made for small ducting or conduit to protect these cables.
 - 2. When cable runs across floor spaces cannot be avoided, some form of protection must be provided. Special rubber cable protectors are available that protect the cables and minimize the risk of tripping.
- O. Room Color: Generally high contrast color is desired. Light Blue or light gray is commonly used. Stay away from dark and vivid colors. One recommendation is Periwinkle Blue, or Slate Gray.
- P. Furniture: Individual sites will have their own preferences for the type of furniture to be installed. Try to avoid bright, reflective surfaces that may cause unwanted highlights in the picture and distract the viewer from the main subject matter.

ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS (2009-2011 PARTNERSHIP PROGRAM)
SUMMARY AND REQUIRED SPACES

Form Printed
9/20/2011

SCHOOL DISTRICT		ONLY ENTER DATA IN SHADED AREAS										
SCHOOL NAME												
PROJECT NAME												
PROJECT NUMBER												
1. NUMBER OF STUDENTS		Enter maximum projected number of students during next ten years										
Kindergarten						2. KITCHEN		School may have warming kitchen or full service kitchen				
Grades 1-3						Select from menu below YES or NO if school will have warming kitchen						
Grades 4-5						Warming Kitchen		NO				
Grade 6						Full Service Kitchen		YES				
Grades 7-8												
Grades 9-12												
TOTAL		0				3. MULTI-STORY SCHOOL		Select from menu if school is multi-story				
								NO - Single Story				
						4. TOTAL SPACE EXISTING CAMPUS		Gross Square Feet				
TOTAL REQUIRED SPACES				0		Square Feet						
SUPPORT SPACE ALLOWANCE				0		Square Feet						
TOTAL REQUIRED + SUPPORT SPACE ALLOWANCE				0		Square Feet		TOTAL SPACES		0		
10% CONSTRUCTION FACTOR				0.10				NEW REQ SPACES		0		
TOTAL REQUIRED/FUNDED SQUARE FOOTAGE				0		Square Feet						
REQUIRED SPACES		STANDARD	REQUIRED SPACES		NEW SPACES		EXISTING SPACES (in their final configuration)		TOTAL SPACES (NEW + EXISTING)		REQUIRED SPACES CHECK	
Space		SF	Qty	AREA	Qty	AREA	Qty	AREA	Qty	AREA	Qty	AREA
ACADEMIC CORE												
E-AC-3	Kindergarten Classroom	1000	0	0					0	0	0	0
E-AC-4	Kindergarten Restroom	50	0	0					0	0	0	0
E-AC-5a	Elem Classroom Grades 1-3	850	0	0					0	0	0	0
E-AC-5b	Elem Classroom Grades 4-5	850	0	0					0	0	0	0
M-AC-1a	MS Classroom Grade 6	850	0	0					0	0	0	0
M-AC-1b	MS Classroom Grades 7-8	850	0	0					0	0	0	0
M-WD-1	Workforce Development	1,300	0	0					0	0	0	0
H-AC-1	HS Classroom	850	0	0					0	0	0	0
H-AC-2	Science Cirm/Lab-Gen/Physics	1,440	0	0					0	0	0	0
H-AC-3	Science Cirm/Lab-Chemistry	1,440	0	0					0	0	0	0
H-AC-4	Science Cirm/Lab-Biol/Life Sci	1,440	0	0					0	0	0	0
H-AC-5	Science Prep	300	0	0					0	0	0	0
H-AC-11	Chemical Storage	150	0	0					0	0	0	0
H-AC-12	Multi-Use Room	1,500	0	0					0	0	0	0
H-AC-13	Instructional Multi-Purpose Rm	850	0	0					0	0	0	0
H-AC-8	Project Lab/Classroom	1,100	0	0					0	0	0	0
E-MC-1	Reading Room/Circulation	0	0	0					0	0	0	0
E-MC-4	Computer Lab	900	0	0					0	0	0	0
M/H-MC-1	Reading Room/Circulation	0	0	0					0	0	0	0
M-MC-4	Media Center Computer Lab	900	0	0					0	0	0	0
E-VA-1	Art Room	1200	0	0					0	0	0	0
E-VA-3	Art Material Storage	80	0	0					0	0	0	0
E-AC-10	Fine Arts Instruction Room	1,200	0	0					0	0	0	0
E-AC-11	Fine Arts Instruction Storage	100	0	0					0	0	0	0
M-VA-1	Art Room	1200	0	0					0	0	0	0
H-VA-1	Art Room	1200	0	0					0	0	0	0
M/H-VA-3	Art Material Storage	100	0	0					0	0	0	0
E-MU-1	Music Room	1,200	0	0					0	0	0	0
E-MU-2	Music Storage	100	0	0					0	0	0	0
M-MU-2	Music Storage	100	0	0					0	0	0	0
M/H-MU-1	Instrumental Room	1,400	0	0					0	0	0	0
H-MU-2	Instrument Storage	200	0	0					0	0	0	0
M-MU-8	Vocal Room	1,200	0	0					0	0	0	0
H-MU-8	Vocal Room	1,200	0	0					0	0	0	0
H-MU-9	Vocal Storage	150	0	0					0	0	0	0
E-PE-1	PE Area	2500	0	0					0	0	0	0
M-PE-1	PE Area	4000	0	0					0	0	0	0
H-PE-1	PE Area	6000	0	0					0	0	0	0
H-PE-3	Student Locker Room	400	0	0					0	0	0	0
H-PE-4	Student Restroom/Shower	150	0	0					0	0	0	0
H-WD	Workforce Dev Program One	Varies	0	0	0	0	0	0	0	0	0	0
H-WD	Workforce Dev Program Two	Varies	0	Varies								
H-WD	Workforce Dev Program Three	Varies	0	Varies								
SPECIAL EDUCATION									0	0	0	0
E/M/H-SE-1	Self-contained Classroom	850	1	850					0	0	-1	-850
E/M/H-SE-2	Workroom/Conference	150	1	150					0	0	-1	-150
E/M/H-SE-3	Restroom/Shower	100	1	100					0	0	-1	-100
E/M/H-SE-4	Special Education/Resource	450	1	450					0	0	-1	-450
E/M/H-SE-5	Speech Therapy	475	1	475					0	0	-1	-475
E/M/H-SE-7	OT/PT	350	1	350					0	0	-1	-350
ADMINISTRATIVE SPACES												
E/M/H-AD-3	Principal's Office	150	1	150					0	0	-1	-150
E/M/H-AD-4	Assistant Principal's Office	120	0	0					0	0	0	0
E/M/H-AD-11	Guidance Counselor's Office	120	1	120					0	0	-1	-120
E/M/H-AD-15	Health Center	250	1	250					0	0	-1	-250
PERFORMING ARTS												
H-PA-1	Auditorium	1500	0	0					0	0	0	0

Form-Printed
9/20/2011

~~Division of Public School Academic Facilities and Transportation~~

**ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS (POR)
SUMMARY AND REQUIRED SPACES**

Form Printed
9/21/2011

SCHOOL DISTRICT													
SCHOOL NAME				USER DOCUMENTATION -									
PROJECT NAME				RUN BY:									
PROJECT NUMBER				DATE:									
1. NUMBER OF STUDENTS Enter maximum projected number of students during next ten years													
Kindergarten		Grade 7		2. KITCHEN School may have warming kitchen or full service kitchen									
Grade 1		Grade 8		Select from menu below YES or NO if school will have warming kitchen									
Grade 2		Grade 9		Warming Kitchen NO									
Grade 3		Grade 10		Full Service Kitchen YES									
Grade 4		Grade 11											
Grade 5		Grade 12		3. MULTI-STORY SCHOOL									
Grade 6		TOTAL	0	Select from menu if school is multi-story NO - Single Story									
				4. TOTAL SPACE EXISTING CAMPUS 0 Gross Square Feet									
TOTAL REQUIRED SPACES				0 Square Feet									
SUPPORT SPACE ALLOWANCE				0 Square Feet									
TOTAL REQUIRED + SUPPORT SPACE ALLOWANCE				0 Square Feet									
10% CONSTRUCTION FACTOR				0.10									
TOTAL REQUIRED/FUNDED SQUARE FOOTAGE				0 Square Feet									
REQUIRED SPACES		STANDARD	REQUIRED SPACES		NEW SPACES		EXISTING SPACES (in their final configuration)		TOTAL SPACES (NEW + EXISTING)		REQUIRED SPACES CHECK		
	Space	SF	Qty	AREA	Qty	AREA	Qty	AREA	Qty	AREA	Qty	AREA	
ACADEMIC CORE													
E-AC-3	Kindergarten Classroom	1000	0	0					0	0	0	0	
E-AC-4	Kindergarten Restroom	50	0	0					0	0	0	0	
E-AC-5a	Elem Classroom Grades 1-3	850	0	0					0	0	0	0	
E-AC-5b	Elem Classroom Grades 4-5	850	0	0					0	0	0	0	
M-AC-1a	MS Classroom Grade 6	850	0	0					0	0	0	0	
M-AC-1b	MS Classroom Grades 7-8	850	0	0					0	0	0	0	
M-WD-1	Workforce Development	1,300	0	0					0	0	0	0	
H-AC-1	HS Classroom	850	0	0					0	0	0	0	
H-AC-2	Science Cirm/Lab-Gen/Physics	1,440	0	0					0	0	0	0	
H-AC-3	Science Cirm/Lab-Chemistry	1,440	0	0					0	0	0	0	
H-AC-4	Science Cirm/Lab-Biol/Life Sci	1,440	0	0					0	0	0	0	
H-AC-5	Science Prep	300	0	0					0	0	0	0	
H-AC-11	Chemical Storage	150	0	0					0	0	0	0	
H-AC-12	Multi-Use Room	1,500	0	0					0	0	0	0	
H-AC-13	Instructional Multi-Purpose Rm	850	0	0					0	0	0	0	
H-AC-8	Project Lab/Classroom	1,100	0	0					0	0	0	0	
E-MC-1	Reading Room/Circulation	0	0	0					0	0	0	0	
E-MC-4	Computer Lab	900	0	0					0	0	0	0	
M/H-MC-1	Reading Room/Circulation	0	0	0					0	0	0	0	
M-MC-4	Media Center Computer Lab	900	0	0					0	0	0	0	
E-VA-1	Art Room	1200	0	0					0	0	0	0	
E-VA-3	Art Material Storage	80	0	0					0	0	0	0	
E-AC-10	Fine Arts Instruction Room	1,200	0	0					0	0	0	0	
E-AC-11	Fine Arts Instruction Storage	100	0	0					0	0	0	0	
M-VA-1	Art Room	1200	0	0					0	0	0	0	
H-VA-1	Art Room	1200	0	0					0	0	0	0	
M/H-VA-3	Art Material Storage	100	0	0					0	0	0	0	
E-MU-1	Music Room	1,200	0	0					0	0	0	0	
E-MU-2	Music Storage	100	0	0					0	0	0	0	
M-MU-2	Music Storage	100	0	0					0	0	0	0	
M/H-MU-1	Instrumental Room	1,400	0	0					0	0	0	0	
H-MU-2	Instrument Storage	200	0	0					0	0	0	0	
M-MU-8	Vocal Room	1,200	0	0					0	0	0	0	
H-MU-8	Vocal Room	1,200	0	0					0	0	0	0	
H-MU-9	Vocal Storage	150	0	0					0	0	0	0	
E-PE-1	PE Area	2500	0	0					0	0	0	0	
M-PE-1	PE Area	4000	0	0					0	0	0	0	
H-PE-1	PE Area	6000	0	0					0	0	0	0	
H-PE-3	Student Locker Room	400	0	0					0	0	0	0	
H-PE-4	Student Restroom/Shower	150	0	0					0	0	0	0	
H-WD	Workforce Dev Program One	Varies	0	0	0	0	0	0	0	0	0	0	
H-WD	Workforce Dev Program Two	Varies	0	Varies									
H-WD	Workforce Dev Program Three	Varies	0	Varies									
SPECIAL EDUCATION													
E/M/H-SE-1	Self-contained Classroom	850	1	850					0	0	-1	-850	
E/M/H-SE-2	Workroom/Conference	150	1	150					0	0	-1	-150	
E/M/H-SE-3	Restroom/Shower	100	1	100					0	0	-1	-100	
E/M/H-SE-4	Special Education/Resource	450	1	450					0	0	-1	-450	
E/M/H-SE-5	Speech Therapy	475	1	475					0	0	-1	-475	
E/M/H-SE-7	OT/PT	350	1	350					0	0	-1	-350	
ADMINISTRATIVE SPACES													
E/M/H-AD-3	Principal's Office	150	1	150					0	0	-1	-150	
E/M/H-AD-4	Assistant Principal's Office	120	0	0					0	0	0	0	
E/M/H-AD-11	Guidance Counselor's Office	120	1	120					0	0	-1	-120	
E/M/H-AD-15	Health Center	250	1	250					0	0	-1	-250	
PERFORMING ARTS													
H-PA-1	Auditorium	1500	0	0					0	0	0	0	
H-PA-3	Stage Area (includes wings)	600	0	0					0	0	0	0	

Form Printed
9/21/2011

Division of Public School Academic Facilities and Transportation

SUITABILITY ANALYSIS

SUITABILITY ANALYSIS				
BY:	0			
DATE:	1/0/1900			
(CHOOSE CORRECT PROJECT TYPE)				
FOR ADDITION PROJECT	YES			
FOR NEW SCHOOL IN DISTRICT	NO			
SCHOOL DISTRICT			0	
SCHOOL NAME			0	
PROJECT NAME			0	
PROJECT NUMBER			0	
	Existing Size (GROSS SF)		POR Allowance (SF)	Difference
TOTAL SCHOOL/CAMPUS	0		0	0
SINGLE-PURPOSE AREAS				
Physical Education			0	0
Media Center			0	0
Student Dining			0	0
Performing Arts			0	0
TOTAL SUITABILITY NEED (GROSS SF)				0
FOR STATE FINANCIAL PARTICIPATION				
NOTES			District Inputs	
			From POR Summary Sheet	
			Suitability Analysis Computes	
			State Participation Area or Excess Area in G	

ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS (2009-2011 PARTNERSHIP PROGRAM)
SCHOOL SUPPORT SPACES (NOT REQUIRED)

Form Printed
9/21/2011

SCHOOL DISTRICT		0	
SCHOOL NAME		0	
PROJECT NAME		0	
PROJECT NUMBER		0	
ONLY ENTER NEW SPACES INCLUDED IN THE PROJECT			
	SUPPORT SPACES (NOT REQUIRED)	SUGGESTED SF	Qty AREA
ACADEMIC CORE			
E-AC-6	Teacher Prep Area/Workroom	150	
E-AC-7	Individual Restroom	50	
E-AC-8	Instructional Material Storage	100	
E-AC-9	Instructional Multi-purpose	750	
E-MC-2	Media Specialist Office	100	
E-MC-3	Media Center Workroom/Storage	100	
E-MC-5	A/V Storage	50	
E-MC-6	Conference Room	200	
E-VA-2	Kiln/Ceramic Storage	100	
E-PE-2	P. E. Workroom/Storage	100	
M-AC-2	Project Lab/Classroom	1100	
M-AC-3	Teacher Prep Area/Workroom	200	
M-AC-4	Individual Restroom	50	
M-AC-5	Instructional Material Storage	120	
M-AC-6	Small Group Room	150	
M-AC-7	Instructional Multi-purpose Room	800	
M-MC-2	Media Specialist Office	120	
M-MC-3	Media Center Workroom/Storage	150	
M-MC-5	Media Center A/V Storage	80	
M-MC-6	Media Center Conference Room	150	
M-MC-7	Multimedia Production Room	300	
M-VA-2	Kiln/Ceramic Storage	100	
M-MU-3	Music Office	120	
M-MU-4	Music Library	120	
M-WD-2	Workforce Dev Production Lab	1300	
M-WD-3	Workforce Development Storage	150	
M-FCS-1	Life Skills Lab	1100	
M-FCS-2	Life Skills Storage	100	
M-PE-2	P.E./Athletic Office	75	
M-PE-3	Staff Shower	75	
M-PE-4	Student Locker Room	350	
M-PE-5	Student Restroom/Shower	150	
M-PE-6	Physical Education Storage	200	
H-AC-6	Teacher Prep Area/Workroom	300	
H-AC-7	Individual Restroom	50	
H-AC-9	Small Group Room	150	
H-AC-10	Instructional Material Storage	150	
H-MC-2	Media Specialist Office	120	
H-MC-3	Workroom/Storage	150	
H-MC-4	A/V Storage	75	
H-MC-5	Conference Room	250	
H-MC-6	Multimedia Production Room	400	

ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS (2009-2011 PARTNERSHIP PROGRAM)
SCHOOL SUPPORT SPACES (NOT REQUIRED)

Form Printed
9/21/2011

SCHOOL DISTRICT		0	
SCHOOL NAME		0	
PROJECT NAME		0	
PROJECT NUMBER		0	
ONLY ENTER NEW SPACES INCLUDED IN THE PROJECT			
	SUPPORT SPACES (NOT REQUIRED)	SUGGESTED SF	Qty AREA
H-MC-7	Document Storage	60	
H-VA-2	Kiln/Ceramic Storage	100	
H-MU-3	Instrument Repair Room	100	
H-MU-4	Orchestra Storage	100	
H-MU-5	Instrumental Music Library	120	
H-MU-6	Instrumental Office	120	
H-MU-7	Uniform Storage	100	
H-MU-10	Vocal Music Library	120	
H-MU-11	Vocal Office	120	
H-MU-12	Ensemble Room	150	
H-MU-13	Practice Room	80	
H-MU-14	Restroom	50	
H-PE-2	Auxiliary Gymnasium	4,000	
H-PE-5	Physical Education Storage	200	
H-PE-6	P.E./Athletic Office	75	
H-PE-7	Staff Shower	75	
H-PE-8	Athletic Director's Office	120	
H-PE-9	Lobby Services	100	
H-PE-10	Training Room	200	
H-PE-11	Physical Health Classroom	850	
H-PE-12	Multi-use P.E. Room	2,400	
SPECIAL EDUCATION			
E-SE-6	Storage	80	
M-SE-6	Storage	100	
H-SE-6	Storage	100	
ADMINISTRATIVE SPACES			
E-AD-1	Reception Area	150	
E-AD-2	Secretarial Area	150	
E-AD-5	Conference Room	150	
E-AD-6	Mail/Work/Copy Room	150	
E-AD-7	Administrative Storage	80	
E-AD-8	Vault/Records Storage	50	
E-AD-9	In-school Suspension	450	
E-AD-10	Restroom	50	
E-AD-12	Guidance Reception	120	
E-AD-13	Guidance Records/Storage	50	
E-AD-14	Parent Center	300	
E-AD-16	Itinerant Personnel Office	100	
E-AD-17	Family Restroom	80	
M-AD-1	Reception Area	150	
M-AD-2	Secretarial Area	150	

ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS (2009-2011 PARTNERSHIP PROGRAM)
SCHOOL SUPPORT SPACES (NOT REQUIRED)

Form Printed
9/21/2011

SCHOOL DISTRICT		0		
SCHOOL NAME		0		
PROJECT NAME		0		
PROJECT NUMBER		0		
ONLY ENTER NEW SPACES INCLUDED IN THE PROJECT				
	SUPPORT SPACES (NOT REQUIRED)	SUGGESTED SF	Qty	AREA
M-AD-5	Conference Room	150		
M-AD-6	Mail/Work/Copy Room	150		
M-AD-7	Administrative Storage	75		
M-AD-8	Vault/Records Storage	50		
M-AD-9	In-school Suspension	350		
M-AD-10	Restroom	50		
M-AD-12	Guidance Reception	120		
M-AD-13	Guidance Records/Storage	50		
M-AD-14	Parent Center	400		
M-AD-16	Itinerant Personnel Office	120		
M-AD-17	Family Restroom	80		
H-AD-1	Reception Area	150		
H-AD-2	Secretarial Area	150		
H-AD-5	Conference Room	200		
H-AD-6	Mail/Work/Copy Room	150		
H-AD-7	Administrative Storage	100		
H-AD-8	Vault/Records Storage	50		
H-AD-9	In-school Suspension	450		
H-AD-10	Restroom	50		
H-AD-12	Guidance Records/Storage	80		
H-AD-13	Guid. Conference Rm/Group Procedures Rm	250		
H-AD-14	Guidance Reception and Display Area	120		
H-AD-15	Parent Center	450		
H-AD-17	Itinerant Personnel Office	120		
H-AD-18	Career Center	500		
H-AD-19	Family Restroom	80		
	FOOD SERVICE			
E-SD-2	Stage	900		
E-SD-3	Staff Dining	250		
E-SD-4	Table Storage	200		
E-FS-3	Dietician Office	75		
E-FS-4	Restroom	50		
E-FS-5	Locker Room	100		
M-SD-2	Stage	1000		
M-SD-3	Staff Dining	400		
M-SD-4	Table Storage	200		
M-FS-3	Dietician Office	75		
M-FS-4	Restroom	50		
M-FS-5	Locker Room	50		
H-FS-3	Dietician Office	75		

ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS (2009-2011 PARTNERSHIP PROGRAM)
SCHOOL SUPPORT SPACES (NOT REQUIRED)

Form Printed
9/21/2011

SCHOOL DISTRICT		0		
SCHOOL NAME		0		
PROJECT NAME		0		
PROJECT NUMBER		0		
ONLY ENTER NEW SPACES INCLUDED IN THE PROJECT				
	SUPPORT SPACES (NOT REQUIRED)	SUGGESTED SF	Qty	AREA
H-FS-4	Restroom	50		
H-FS-5	Locker Room	125		
PERFORMING ARTS				
H-PA-2	Orchestra Pit [with cover]	300		
H-PA-4	Scene Shop	400		
H-PA-5	Scene Shop Storage	250		
H-PA-6	Make-up/Dressing Room	100		
H-PA-7	Green Room	300		
H-PA-8	Costume Storage	150		
H-PA-9	Control Room	100		
H-PA-10	Lobby/Concessions/Gallery	200		
H-PA-11	Ticket Booth	80		
H-PA-12	Theatre/Drama Office	100		
H-PA-13	Storage	200		
BUILDING SERVICES				
E-CU-2	Custodial Office	80		
M-CU-2	Custodial Workroom	63		
H-CU-2	Custodial Workroom	125		
		Total area of support spaces		0

Printed on
9/21/2011

Form Revised
January 22, 2008

Printed on
9/21/2011

Form Revised
January 22, 2008

Printed on
9/21/2011

Form Revised
January 22, 2008

Printed on
9/21/2011

SCHOOL DISTRICT		0		9-12 schools must provide a minimum of three					
SCHOOL NAME		0		workforce development programs. Each program must					
PROJECT NAME		0		contain at least three course offerings. Allowable					
PROJECT NUMBER		0		workforce total space is shown on Summary sheet.					
			SUGGESTED	NEW SPACES		EXISTING SPACES		TOTAL SPACES (NEW + EXISTING)	
	WORKFORCE DEVELOPMENT		SIZE	Qty	AREA	Qty	AREA	Qty	AREA
WD-MAN-8	Office		120					0	0
WD-MAN-9	Storage		200					0	0
SCIENCE, TECHNOLOGY, ENGINEERING, & MATHEMATICS SPACES									
Drafting & Design									
WD-ENG-1	Drafting & Design Lab		2,000					0	0
Computer Engineering									
WD-ENG-2	Computer Engineering Lab		1,200					0	0
Geospatial Technology (GIS)									
WD-ENG-3	Geospatial Technology (GIS) Lab		1,200					0	0
Pre-Engineering									
WD-ENG-4	Pre-Engineering Lab		1,500					0	0
Related Spaces									
WD-ENG-5	Classroom		750					0	0
WD-ENG-6	Office		120					0	0
WD-ENG-7	Storage		200					0	0
Transportation, Distribution, & Logistics Spaces									
Automotive Collision									
WD-TDL-1	Automotive Collision Repair Lab		4,000					0	0
Automotive Service Technology									
WD-TDL-2	Automotive Service Technology Lab		4,000					0	0
Aviation Mechanics									
WD-TDL-3	Aviation Mechanics Lab		10,000					0	0
WD-TDL-4	Aviation Technology Lab		1,200					0	0
Diesel Mechanics									
WD-TDL-5	Diesel Mechanics Lab		4,000					0	0
Power Equipment Technology									
WD-TDL-6	Power Equipment Technology Lab		3,000					0	0
Related Spaces									
WD-TDL-7	Classroom		750					0	0
WD-TDL-8	Office		120					0	0
WD-TDL-9	Storage		200					0	0
			TOTALS	0	0	0	0	0	0

ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS (2009-2011 PARTNERSHIP PROGRAM)
REQUIRED SPACES NOTES

Form Printed
9/21/2011

REQUIRED SPACES		STANDARD SIZE					
Space		Square Feet	Notes				
ACADEMIC CORE							
E-AC-3	Kindergarten Classroom	1000	Maximum class size 20 students				
E-AC-4	Kindergarten Restroom	50	One per kindergarten classroom				
E-AC-5a	Elem Classroom Grades 1-3	850	Maximum class size 25 students				
E-AC-5b	Elem Classroom Grades 4-5	850	Maximum class size 28 students				
M-AC-1a	MS Classroom Grade 6	850	Maximum class size 28 students.				
M-AC-1b	MS Classroom Grades 7-8	850	Maximum class size 30 students.				
M-WD-1	Workforce Development	1,300	Two required for 700 or more students.				
H-AC-1	HS Classroom	850	Maximum class size 30 students.				
H-AC-2	Science Cirm/Lab-Gen/Physics	1,440	Minimum one plus one per each 500 students				
H-AC-3	Science Cirm/Lab-Chemistry	1,440	One per each 500 students above 1,000 students.				
H-AC-4	Science Cirm/Lab-Biol/Life Sci	1,440	One minimum to 1000 students. Additional for each 500 above 1000 students.				
H-AC-5	Science Prep	300					
H-AC-11	Chemical Storage	150	One minimum. Two above 1500 students.				
H-AC-12	Multi-Use Room	1,500					
H-AC-13	Instructional Multi-Purpose Rm	850					
H-AC-8	Project Lab/Classroom	1,100	One minimum to 1000 students. Additional for each 500 above 1000 students.				
E-MC-1	Reading Room/Circulation	Computed	10% of the student capacity multiplied by 35 SF per student.				
E-MC-4	Computer Lab	900					
M/H-MC-1	Reading Room/Circulation	Computed	10% of the student capacity multiplied by 40 SF per student.				
M-MC-4	Media Center Computer Lab	900					
E-VA-1	Art Room	1200	Required for 550 or more students.				
E-VA-3	Art Material Storage	80	Required for 550 or more students.				
E-AC-10	Fine Arts Instruction Room	1,200	Substituted for Art and Music Room in ES with less than 550 students				
E-AC-11	Fine Arts Instruction Storage	100	Substituted for Art and Music Storage in ES with less than 550 students				
M-VA-1	Art Room	1200					
H-VA-1	Art Room	1200	Minimum one, plus one for each 500 students				
M/H-VA-3	Art Material Storage	100					
E-MU-1	Music Room	1,200	Required for 550 or more students.				
E-MU-2	Music Storage	100	Required for 550 or more students.				
M-MU-2	Music Storage	100	Required for 550 or more students.				
M/H-MU-1	Instrumental Room	1,400	Minimum one plus additional room for more than 1000 students.				
H-MU-2	Instrument Storage	Computed	Minimum 200 SF. One-half SF per student.				
M-MU-8	Vocal Room	1,200	Required for 700 or more students				
H-MU-8	Vocal Room	1,200	Minimum one for 500 students plus additional room for more than 2000 students.				
H-MU-9	Vocal Storage	150	One per vocal room.				
E-PE-1	PE Area	Computed	10 SF per student. Minimum 2,500 SF, Maximum 10,000 SF.				
M-PE-1	PE Area	Computed	15 SF per student. Minimum 4,000 SF, Maximum 10,000 SF.				
H-PE-1	PE Area	Computed	15 SF per student. Min 6,000 SF, Max 30,000 SF. Includes aux gym above 1000 students.				
H-PE-3	Student Locker Room	Computed	Minimum 2 @ 400 SF. Maximum 6 @ 850 SF.				
H-PE-4	Student Restroom/Shower	Computed	Minimum 2 @ 150 SF. Maximum 6 @ 350 SF.				
H-WD	Workforce Dev Program One	Varies	Total. Minimum 8,000 SF. Maximum 23,000 SF. 15 SF/student.				
H-WD	Workforce Dev Program Two	Varies					
H-WD	Workforce Dev Program Three	Varies					
SPECIAL EDUCATION							
E/M/H-SE-1	Self-contained Classroom	850	Two required for 1,000 students and above.				
E/M/H-SE-2	Workroom/Conference	150	Two required for 1,000 students and above.				
E/M/H-SE-3	Restroom/Shower	100	Two required for 1,000 students and above.				
E/M/H-SE-4	Special Education/Resource	450	Two required for 1,000 students and above.				
E/M/H-SE-5	Speech Therapy	475	Two required for 1,000 students and above.				
E/M/H-SE-7	OT/PT	350	Two required for 1,000 students and above.				
ADMINISTRATIVE SPACES							
E/M/H-AD-3	Principal's Office	150					
E/M/H-AD-4	Assistant Principal's Office	120	Required for 500 or more students.				
E/M/H-AD-11	Guidance Counselor's Office	120	Minimum 1. Must maintain ratio of 1:450				
E/M/H-AD-15	Health Center	250					
PERFORMING ARTS							
H-PA-1	Auditorium	Computed	Minimum 1500 SF. 5 SF per 9-12 student.				
H-PA-3	Stage Area (includes wings)	Computed	Minimum 600 SF. 2 SF per 9-12 student.				
STUDENT DINING							
E/M/H-SD-1	Student Dining	Computed	One-half of the student capacity multiplied by 15 SF per student.				
FOOD SERVICE							
E/M/H-FS-1	Warming Kitchen	Computed	Only one of the two kitchens is to be used - either E-FS-1 or E-FS-2 - not both.				
E/M/H-FS-2	Kitchen (total)	Computed	2 SF per student.				
E/M/H-FS-2a	Preparation Area	Computed	Equal to sum of areas for preparation, serving, dry food storage, cooler/freezer, and ware washing.				
E/M/H-FS-2b	Serving Area	Computed	Student capacity multiplied by 3.5 SF per student multiplied by 36%.				
E/M/H-FS-2c	Dry Food Storage	Computed	Student capacity multiplied by 3.5 SF per student multiplied by 34%.				
E/M/H-FS-2d	Cooler/Freezer	Computed	Student capacity multiplied by 3.5 SF per student multiplied by 11%.				
E/M/H-FS-2e	Ware Washing	Computed	Student capacity multiplied by 3.5 SF per student multiplied by 10%.				
BUILDING SERVICES							
E/M/H-CU-1	Workroom	Computed	Student capacity multiplied by 3.5 SF per student multiplied by 9%.				
E/M/H-MultiSt	Vertical Circulation	Computed	0.5 SF per student. Minimum 125 SF.				
E/M/H-BS-1	Large Group Restrooms	Computed	Vertical Circulation for Multi-Story Schools				
E/M/H-BS-2	Custodial Closet	50	Equal to the sum of the program areas, excluding building services, multiplied by 3%.				
E/M/H-BS-3	Electrical Closet	50					
E/M/H-BS-4	Telecommunications Room	64					
E/M/H-BS-5	Corridors/Circulation	Computed	Equal to the sum of the program areas, excluding building services, multiplied by 20%.				
E/M/H-BS-6	Mech/Elect Space/Decks	Computed	Equal to the sum of the program areas, excluding building services, multiplied by 5.5%.				
E/M/H-BS-7	Storage Area	150					
E/M/H-BS-8	Central Storage Area	150					
E/M/H-BS-9	Loading/Receiving Area	100					
E/M/H-BS-10	Main Cross-connect	150					



ACADEMIC FACILITIES PARTNERSHIP PROGRAM

September 2011

PROJECT AGREEMENT

(Applicable beginning with Partnership Projects for ~~2009-2011~~ 2013-2015 Biennium)

Project Name: _____

Project Number: _____

This Project Agreement ("Agreement") is made and entered into by and between the ***Division of Public School Academic Facilities and Transportation*** ("Division") and the _____ ***School District*** ("District"), _____ ***County***, pursuant to A.C.A. § 6-20-2507.

WHEREAS, The Division, created pursuant to Act 1327 of 2005 is a body corporate and politic, an agency of state government and an instrumentality of the State of Arkansas ("State"), performing essential government functions of the State; and

WHEREAS, the District is acting as an agency of state government, performing essential functions of government pursuant to the laws of the State of Arkansas, and

WHEREAS, the District and the Division have approved a Master Facilities Plan describing the classroom facilities needs of the entire student population of the district, and the total budget for the Public School Academic Facilities Project ("Project"); and

WHEREAS, the District and the Division acknowledge that for funding and planning purposes, the Project is anticipated to commence on _____ and be completed on _____.

NOW, THEREFORE, in consideration of the mutual promises herein contained, the District and the Division agree to cooperate in the design, construction and terms described herein and as follows.

I. AGREEMENT APPLICABILITY

This Project Agreement (Agreement) will become effective upon the signing of both parties and be binding on the date signed by the Director of the Division of Public School Academic Facilities. The district certifies that scope planning and financial planning have been completed prior to the project application submission. ~~Preliminary design through project concept or schematic drawings must be presented prior to the signing of this agreement.~~ No additional aspect of the project will proceed prior to the signing of this agreement. By signing, the district certifies that it has not begun the project beyond the steps outlined above. The signing of this agreement certifies that the Commission for Arkansas Public School Academic Facilities and Transportation (“Commission”) has approved the project and funding under the Academic Facilities Partnership Program. The district further acknowledges by signing that, should it be determined that the Project began prior to the signing of this agreement, the Commission may exercise one of the following options: (1) Exercise its authority for project disapproval, (2) Declare any project aspects undertaken prior to the signing date ineligible for program funds, or (3) Require the district to modify any plans and or contracts such that they are in conformance with the provisions of this agreement. The district agrees that should any of these options be exercised by the Commission, the agreement will be amended and the State Financial Participation adjusted accordingly. The Commission may also exercise their option to amend the agreement should the plan review or the approval of a variance request by the district cause a change in scope or the final contract price alters the initial State Financial Participation as stated on the agreement.

Furthermore, if construction of the project has not commenced by **(enter date 18 months from Commission approval)**, this agreement is null and void and any monies paid by the state to a district shall be subject to immediate recapture by the state. The parties agree to exercise good faith in the execution of this agreement and the completion of the requirements set forth herein, and that both parties will endeavor to follow and implement the aspects of the program, the district agrees to comply with all timelines and process requirements in the Rules Governing the Partnership Program or be subject to those Commission options referenced above.

II. SCOPE OF THE PROJECT

A. The parties agree that the project shall be described as follows:

1. Campus Name: _____

2. Building Name: _____

If this is a warm, safe and dry project, give complete description of the system, or systems, being replaced in the detailed scopes of steps 3 and 4.

3. District inserts detailed scope of the **total** project here:

a. _____

(Do not attach the application as the scope)

b. Total project square feet or appropriate unit : _____

4. District inserts detailed scope of the **funded** portion of work here:

a. _____

(Do not attach the application as the scope)

b. Funded project square feet or appropriate unit: _____

B. The division and the district agree that the project will, where applicable, and to the fullest extent possible, comply with the Arkansas Public School Academic Facility Manual and division policies and rules, unless a variance is requested and approved by the Division. ~~Requests for any variance to the Arkansas Facility Manual will be submitted to the Division prior to or at the time of the signing of this agreement.~~ The district shall not use any of the project constructed pursuant to this agreement for any purpose other than as an academic facility, as that term is defined in Ark. Code Ann. § 6-20-2502.

C. Total budget for the Project is (\$_____).

~~State's share~~ financial participation of the total Project budget shall be: (\$_____).

State "green building incentive:" (\$_____).

Total state financial participation: (\$_____).

The District's local share of the total Project budget shall be (\$_____), as set forth in Article IV of this Agreement.

D. The district shall provide to the division, at the time of the signing of this agreement, data on the programmed amounts of budget elements and, at the completion of the project, data on the actual cost of the project programmed elements inclusive of all changes in accordance with Appendix B, Part 1 of this agreement.

III. RESPONSIBILITIES DURING COURSE OF PROJECT

The division and district shall be responsible for the following:

School District

Determination of project Scope
(Partnership Project Application)

Architect/Engineer, Construction
Manager (if desired), Construction
Contractor selection process

Submittal of project construction
drawings in PDF
format and full size printed copy
(preliminary floor plans for space
projects recommended for
preliminary review)

Site selection and request

Request for variance consideration
of the Arkansas Facility Manual

Educational program choices,

Recommend special conditions
documents

Bid procedures

Submission of project approval
forms and state reviews

Recommendation of award,
notification of bids

Fund management in accordance
with Arkansas Department of

Division

Review and approval
(application review)

Provide guidance as requested
pertaining to procurement laws.

Review for conformance with facility
manual.

Provide recommended guidelines
contained in the Arkansas Facility
Manual

Division plan review and
variance determination

Approval in accordance with design
and material choices with current state law
and Arkansas Facility Manual

Provide recommended contract
clauses for architect and
construction contracts.

No action

Final project approval

No action

Audit option.

Education accounting guidelines

Provide Maintenance Plan/Certification ~~None~~ Verify new buildings are in the MAPPS database and the computerized maintenance management system.

~~A. The project review and approval schedule will be as outlined in Appendix A.~~

- ~~B. A.~~ Any property interest of the State during, and subsequent to construction of the Project, extends only to the extent necessary to facilitate financing the Project. The District will continue to possess all other lawful rights, obligations and interests in the Project.
- ~~C. B.~~ Site Selection: The District shall be solely responsible for all costs associated with the project site, including acquisition, environmental remediation, and unanticipated site conditions.

IV. SCHOOL DISTRICT SHARE OF THE BASIC PROJECT COST

- A. The signing of this Agreement will serve as certification by the District that the local share amount listed in Section II has been appropriated, budgeted and made available to support the District's share of this Project. It further certifies that funds are of the type indicated below. The Division reserves the right to audit the funds allocated by the District to the Project Fund or any expenditure related to the Fund or the Project at any time. The method of financial accountability for any project funds will be as established by the Arkansas Department of Education.
- B. Funded from bond proceeds: (\$_____). (The school district is responsible for the administration of the bond sale (if applicable), all necessary notices and cost associated therewith. The proceeds of any such bonds or notes, except any premiums, accrued interest and interest included in the amount of the bonds or notes, shall be used first to retire any bond anticipation notes issued by the District for the Project).
- C. Funded from locally donated contributions: (\$_____).
(To include letters of credit, moneys donated or contributions spent directly by a third party.)
- D. Funded from Grant sources: (\$_____).
(Specify origin of Grant and any special conditions that might affect this Project as a result of the grant award.)
- E. Funded from operational fund balances: (\$_____).
(To include Maintenance Escrow accounts.)

V. STATE SHARE OF PROJECT COST

- A. The Division shall certify to the Department of Education the State's portion of the Project cost, to transfer the State's portion of the Project cost, or the applicable portion

thereof, which shall then be transferred to the District as may be necessary to pay obligations incurred pursuant to the terms of this Agreement. The District will submit payment requests to the Division, in a format provided in Appendix B. Payment requests for the design contract will be submitted in accordance with the design schedule in the contract. Payments to the district, as state share of the construction contract, will begin one month after the Notice to Proceed is issued and each month thereafter with the final payment request being made at final Project closeout. This procedure applies to contracts whose duration is greater than six (6) months. Projects under six months duration will be submitted at the conclusion of the project. The Division will make payments to the District, of its prorated share of the project cost, commensurate with the contract invoices.

- B. The amount of the state's financial participation for the Project in each fiscal biennium shall be determined by the Division based on the Project's estimated construction schedule. In each subsequent biennium, in order to complete the Project per the construction schedule, the approved Project will have priority for state funds over new Projects for which initial state funding is sought.
- C. The State's share of the Project cost is limited to new construction on academic facilities as defined by Arkansas statute. Project funding, if applicable, as may pertain to portions of the scope that are agreed to be maintenance, repair or renovation are the responsibility of the District and will be accounted for separately from Project funds provided pursuant to this Agreement.
- D. The total extent of the State's share will be based on the district academic facilities wealth index and basis of state financial participation applicable at the time the Project is approved, as applied by the Rules Governing the Academic Facilities Partnership Program. It will not be adjusted during the duration of the Project except as stated in paragraph I, Applicability.
- E. Under no circumstances shall the state's share of project cost exceed the appropriate per square foot funding factor as allowed in the Partnership Rules.

VI. THE PROJECT CONSTRUCTION FUND

- A. The District shall identify and describe any fund or account, other than the Project Construction Fund (Fund) that is related to the Project. The District shall include in the Fund, sufficient funds as required by law, for issuance of any contracts during the duration of the project.
- B. The District shall be responsible for distributing moneys from the Fund upon receipt and approval of proper invoices.
- C. Transactions involving the Fund shall be restricted to: 1) payments for design and project management services, 2) payments to contractors, 3) purchases related to the project, 4) transactions authorized for establishing and administering the investment accounts and construction administration.

No Fund moneys shall be spent for any items inconsistent with the provisions of the Arkansas School Facility Manual and Division policies, unless a variance is approved by the Division.

- D. The District shall not transfer moneys from the Fund, investment earnings credited to the Fund, to any other fund or account except as permitted by this Agreement or with the written approval of the Division.
- E. The District shall provide a full accounting of the Fund, upon request of the Division. The Division reserves the right to audit the Fund, or any expenditure related to the Fund or the Project.
- F. The contingency reserve portion of the construction budget shall be used to pay only costs resulting from unforeseen job conditions, to comply with rulings regarding building and other codes, to pay costs related to design clarifications or corrections to contract documents, and to pay the cost of settlements and judgments related to the Project, unless otherwise approved by the Division.
- G. If the Fund, including all investment earnings credited to the Fund, and any interest earned through completion of the Project, becomes depleted by payments of proper Project costs, the District shall complete the Project, by contributing additional funds. The state share is limited to the state financial participation as stated in the agreement and any amendments.
- H. This Agreement is contingent on and subject to the district's ability to raise appropriate local resources. The Agreement may be declared null and void and the State will have no further obligation to provide state funds to the District for the Project that is the subject of this agreement if the District fails to raise local resources and apply local resources toward the Project as provided under this agreement.

~~VII. LOCALLY FUNDED INITIATIVES~~

- ~~A. Locally Funded Initiatives (LFI) are defined as portions of a project not subject to this Agreement. The LFI may include construction which is determined to exceed the standards in the Facility Manual, maintenance, repair and renovation.~~
- ~~B. The district agrees to assume all financial responsibility for the LFI and to establish a method to account for all the local resources supporting LFI separate from the Project funds. The Division and the District will agree as noted herein to the cost associated with the LFI to include, but not limited to pro-rated: design fees, construction and or construction management fees, reimbursable expenses and operational cost.~~
- ~~C. The District agrees to locally fund the following scope and budget associated with the LFI.~~

~~(The district should include a description of the Locally Funded Initiative:
Statement of district LFI amount: (\$_____))~~

~~VIII. VII. CONTRACT ADMINISTRATION~~

- A. A. The District shall competitively bid, execute and administer contracts for construction on the Project and all other contracts as necessary, in compliance with State of Arkansas bidding procurement laws in place at the time of bid. It further agrees that it will follow all state and local government procurement and construction codes, Division policies and manuals regarding any procurement actions, and

administration and execution of design and construction contracts. Both parties further acknowledge that this Agreement is in addition to and not to replace any state annotated codes, policies or rules governing state procurement practices and contract administration.

- B. ~~The District will submit Appendix A with proposed project schedule dates. These dates may be determined in concert with the design firm. Required submissions to the Division are identified in the appendix.~~
- C. B. The division ~~will~~ may recommend contract formats for projects of varying size and estimated cost.
- D. C. The division ~~shall~~ may recommend contract clauses for the Architect and the Project Manager. If the District chooses to use its own form of Agreement for the Architect/Engineer or Construction Manager, the District's Agreement may contain the clauses listed, as applicable, in Appendix C the Architectural Contract Recommendations Document found on the division website.
- E. D. The division ~~shall~~ may recommend an Invitation for Bids and Special Clauses for use by the District (~~Appendix D~~): The Construction Contract Recommendations Document can be found on the Division website. The Standard Conditions of Contracts for Construction in effect at the time of the applicable bid advertisement for the Project shall apply to the Project.
- F. E. Any proposed changes to the plans or scope of the Project that affects the Project budget cost, Project length or facility standards shall be brought to the attention of the Division. The Division reserves the right to conduct on-site inspections of the new construction as frequently as deemed necessary to insure the prudent and resourceful expenditure of state funds.
- G. ~~The District shall provide to the Division, at the time of bid opening, the bid results and an updated construction schedule that may be recommended as a result of the bidding process. The District will be responsible for all administrative measures of the bidding procedures.~~
- H. Should the Project not be completed, through no fault of the District, the State and the District will share liability and recovered losses and damages to the extent of the Agreement. Should the Project not be completed due to the fault of the District, the State reserves the right to recover its total loss from district financial balances.
- I. The Division will make final payment to the District upon receipt of the final invoice submitted to the District by the contracted service provider. Final invoice will indicate: (1) original contract price, (2) changes to cost (3) final contract cost and be certified for payment in accordance with District policy. All pay requests shall be clearly identifiable and chargeable to the project listed in this agreement. Combining projects under one master contract is allowed as long as each project is billed separately.
- J. H. This Agreement will be declared null and void and the State will not have any obligation to provide State funds to the District for the Project, that is the subject of this Agreement, if the District fails to execute this Agreement or if the District fails to adhere to any of the conditions of the Agreement or if the District fails to comply with any and all state laws regarding school construction.

VIII. MAINTENANCE OF COMPLETED FACILITIES

Upon completion of the project, the district will provide a copy of ~~certify that~~ the preventative maintenance schedules of any new space facility is included in the District's overall maintenance plan contained in the district's computerized maintenance management system as required by the Academic Facilities Master Plan prior to final payment by the Division.

X. AGREEMENT CONSIDERATIONS

- A. All provisions of this Agreement are contingent upon the district's full compliance with § 6-20-2501 *et. seq.*, the Partnership Rules and the Commission's determination the Project continues to be a prudent and resourceful use of state funds, and the ability of the district to meet required times or obtain appropriate waivers and raise specified local resources to support the Project. Any failure of the district in these areas shall be grounds for this Agreement to be deemed null and void by the Commission and for the district to be required to reimburse any partnership funds provided to the district for any partnership project the district failed to maintain compliance on.
- B. Nothing in this Agreement shall be construed to waive the provisions of Sovereign Immunity or any other defense or immunity to which the State of Arkansas or its Commissions, Divisions or Agencies may be entitled.
- C. All concerns and issues related to this Agreement are governed by the provisions of § 6-20-2501 *et. seq.*
- D. If the district appeals the determination of the Division as to a partnership project to the Commission, the Commission shall have the authority to fully review all parts of the district's Partnership Project(s) and may approve, deny, reduce or increase the amount of state financial participation in any or all of the appealed project(s).

In witness whereof, the parties have executed this Agreement on the date(s) set forth below.

By: _____
 Superintendent

 School District

By: _____
 Director, Public School Academic
 Facilities and Transportation

Date: _____
PSAFT Long Form 1, March 2008-September 2011

Date: _____

INSTRUCTIONS FOR THE SUBMISSION OF APPENDIX A: (Jan 2008)

~~The appendix should be compiled by the school district in coordination with the design and or design/construction team to establish a checklist of dates for project monitoring.~~

~~Appendix A is to be initially submitted with the signed Partnership Agreement, indicating anticipated Scheduled Project dates. This submittal will only include those dates the District has identified as milestone dates in its planning. It is intended that the District and Division will update this Appendix as the project proceeds, and will be adapted to be project specific.~~

Partnership Agreement:

~~The Partnership Agreement is a narrative that expands from the Partnership Application and joins the Division and School District into a written agreement pertaining to the conduct of the Partnership project. It includes a written scope of work, drawings if available, the project programmed budget, project schedule, and LFI Information. This information is included on the Partnership Agreement form. Required submission to Division.~~

School Construction Approval Form:

~~This Approval Form is required in accordance with Arkansas Code Annotated — 6-11-105, 6-20-1406, 6-20-1407, 6-21-109. It will include certification of the following elements: Assurance Impact Statement, Annual Equity Report, Financial Assurance Statement. Required submission to Division.~~

Schematic Design Phase:

~~The Schematic Design Phase should show the very preliminary program requirements in graphic form. As a minimum, they should be single line drawings with dimensions and labeled as to functional area. (If new facilities) depict the general building footing and support areas, (If building systems) depict the major components and location. Any deviation from the Arkansas Facility Manual Standards must be addressed with a variance request to the Division.~~

Design Development Phase:

~~The Design Development Phase should show a much more detailed plan of the project and will include specifications for construction. (See design development contents below). Any deviation from the Arkansas Facility Manual Standards must be addressed with a variance request to the Division.~~

Construction Document Phase:

~~The Construction Document Phase consists of the final plans and specifications and consists of the submittal, by the school district, of plans to State Fire Marshall, Department of Health, Arkansas Building Authority and local Governmental Authorities. This stage also includes a submittal of full plans and specifications accompanied with Project Budget and Cost Estimate updates and Project Schedule update to DPSAFT. Plan review comments and any corrections, if necessary, will also be submitted when complete.~~

Bidding or Negotiation Phase:

~~One set of the tabulation of bids will be submitted to DPSAFT. Should the bids exceed limitations as contained in Arkansas Code Annotated 22-9-203, the District will review their financial program consider the recommended course of action, as discussed in paragraph 7 of Appendix C.~~

Construction Contract Administration Phase:

~~The administration of the project is the responsibility of the District. Payment requests to the State will be made in accordance with the Partnership Agreement. Each payment request will be accompanied by an Architect and Contractor invoice (certified by the Architect for payment) and a short project status report which will include, but not limited to: (1) Current project status, including percent of project completion (2) Significant accomplishments since last report, (3) Changes in construction time, (4) Anticipated cost changes, and any information the district deems pertinent to the project.~~

Project Closeout Documents:

~~Upon project completion, final inspection by the District, receipt of all final documentation (to include operating manuals, warranties, occupancy permits), correction of punch list items and final invoice, the District will forward to DPSAFT a certification that the project requirements have been met, the project accepted by the District and final payment invoices received. The submittal to DPSAFT will include a report of actual expenditures in the categories originally submitted as part of the Program Requirement Section.~~

Design Development Contents:

~~Documents provided the school district should depict the areas stated below, as applicable. This list is not all inclusive but is meant to assist school districts with submissions to them by design teams.~~

Architectural

- ~~Dimensioned floor plans indicating structural bay sizes and overall building dimensions. Floor plan should show dimensions and final partition locations including all openings.~~
- ~~Exterior and core wall sections showing final dimensional relationships, materials and component relationships.~~
- ~~Floor plan should show all fixed and loose equipment.~~
- ~~Preliminary room finish schedule identifying all finishes.~~
- ~~Exterior door and hardware schedule showing door, frame and hardware type.~~
- ~~Site plan including grading and site utilities, utility connection points and a storm water management design.~~
- ~~Preliminary development of details and large scale plans and sections.~~
- ~~Outline specifications indicating manufacturers and suppliers.~~
- ~~Preliminary reflected ceiling including ceiling grid, light fixtures and all devices that penetrate or are mounted upon finished ceiling.~~

- Interior movable furniture, office equipment, demountable partitions and system furniture, layouts for all departments and floors including proposed building signage system.
- Gross and net area calculations by department to determine compliance with program of requirements.
- Outline specifications including selected acceptable manufacturers.

Structural

- Floor plan with all structural members located and sized.
- Preliminary footing, beam, column and connection schedule.
- Establish final building elevations.
- Outline specifications including acceptable manufacturers
- Foundation drawings.

Plumbing & Mechanical

- Heating and cooling load calculations for each individual space include cooling requirements for heat loads generated by equipment, personal computers, etc.
- Mechanical equipment schedule indicating size and capacity.
- Plumbing fixtures schedule.
- Floor plans showing mechanical equipment and plumbing fixtures. All equipment and fixture should be shown and located.
- Floor plans showing main ductwork distribution, branch ductwork and plumbing piping. All ductwork and piping should be located and sized to coordinate with structural framing system.
- All ceiling mounted devices should be located.
- Legend showing all symbols used on drawings.
- Outline specifications including selected acceptable manufacturers.

Electrical

- Floor plan locating all power consuming equipment with a description of the equipment load characteristics.
- Estimate total electrical load, confirm Facility Manual required excess capacity.
- Floor plan showing all major electrical equipment which shall be dimensioned and drawn to scale.
- Site plan showing preliminary site lighting design with and fixture type designation.
- Outline specifications including acceptable manufacturers.
- Floor plan showing lighting layout, power, telecommunications and office automation devices and switches with preliminary circuiting.

- ~~Light fixture schedule should be finalized.~~
- ~~Estimate interior electrical loads for systems furniture, receptacles, lighting, food service equipment and any other special use areas.~~
- ~~Preliminary distribution panel schedule.~~

Appendix A

		<u>DELETED</u>		
APPENDIX A: (Jan 2008)		Partnership Project Review and Approval Schedule		
(This Project Review and Approval Schedule is to be used to assist the school district with the timely tracking and submission of project related documents. It will be submitted initially with scheduled dates for listed activities and updated by the District as the project proceeds)(See Appendix A Instructions)				
Project Name: _____				
School District: _____				
Facility Name: _____				
Activity	Scheduled Date	Actual Date	Required Division Submittals Date	Remarks
Program of requirements			N/A	
Partnership Agreement			N/A	
Project Budget			N/A	
Project Schedule			N/A	
Variance Request				Submitted if Required
LFI Information			N/A	
School Const. Approval Form				Division Required Submission
Assurance Impact Statement				Submitted to ADE Fiscal
Annual Equity Compliance Rpt.				Office, if required.
Financial Assurance Statement				
Site Review Statement			N/A	
Construction Method Form			N/A	
Draft Architect Contract			N/A	
Draft Engineer Contract			N/A	

Draft CM Contract			N/A	
Schematic Design Phase			N/A	
Preliminary Plans			N/A	
Variance Information				Submitted if Required
Revised Cost Estimate			N/A	
Revised Schedule			N/A	
Design Development Phase			N/A	
Plans/Specifications			N/A	
Proj. Budget & Cost Estimate			N/A	
Projected Schedule			N/A	
Comments from Reviews			N/A	
Update LFI Information			N/A	
Variance Information				Division Required Submission
Facility Manual Comments			N/A	
Construction Document Phase			N/A	
PSAFT Plan Review				Division Required Submission
ABA Plan Review			N/A	
Fire Marshal Plan Review			N/A	
Dept. Health Plan Review			N/A	
City/Local review			N/A	
Project Budget & Cost Estimate				Division Required Submission
Project Schedule				Division Required Submission
Plan Review Comments				Division Required Submission
Bid or Negotiation Phase			N/A	
Corrected Bid Documents			N/A	
Bid Tabulation Results				Division Required Submission
Draft Construction Contract			N/A	
Contract Administration Phase			N/A	
State Payment Requests			N/A	

Status Reports			N/A	
Contract Change Orders			N/A	
			N/A	
Project Closeout Documents			N/A	
Certification of Completion				Division Required Submission
Final Financial Statement				Division Required Submission
Final Inspection/Occupancy			N/A	
Official Submitting Schedule				Signature

INSTRUCTIONS FOR THE SUBMISSION OF APPENDIX B:

Appendix B: (Part 1), ~~Column A~~ will be submitted initially with the Agreement when forwarded to the Division. It will indicate the elements of the budget amounts for all expected expenditures. It is intended to be a 1 time submittal but may be updated as if new requirements of expense are identified.

~~Appendix B: (Part 1), Column B will be submitted upon project completion and closeout. It will indicate all actual expenditures attributed to this project.~~

Appendix B: (Part 2) will be submitted with each payment request to the state. It will indicate the areas noted and will be accompanied by contract invoices.

Appendix B: (Part 3) will be submitted with each State Payment Request, if required, ~~to and~~ provide the project status change order information.

Arkansas Division of Public School Academic Facilities and Transportation

APPENDIX B (Part 1) Budget

School District _____

Budget Submitted Date _____

Project Name _____

Project Number _____

To be submitted with initial Partnership Program Project Agreement

<u>Source of Funds</u>	<u>Initial Budget</u>
<u>Bond Proceeds</u>	\$ _____
<u>Contributions</u>	\$ _____
<u>Grants</u>	\$ _____
<u>Operational Funds</u>	\$ _____
<u>Stimulus Funds</u>	\$ _____
<u>Other Funds</u>	\$ _____
 <u>School District Share</u>	 \$ _____
 <u>State Share</u>	 \$ _____
 <u>Total Available Funds</u>	 \$ _____
 <u>Budget Details</u>	
<u>Project Cost</u>	\$ _____
<u>Design</u>	\$ _____
<u>Reimbursables</u>	\$ _____
<u>CM Fees</u>	\$ _____
<u>LFI</u>	\$ _____
<u>Furnishings</u>	\$ _____
<u>Academic Materials</u>	\$ _____
<u>Operational Expenses</u>	\$ _____
<u>Site Acquisition</u>	\$ _____
 <u>Project Total</u>	 \$ _____

Arkansas Division of Public School Academic Facilities and Transportation

APPENDIX B (Part 2) State Payment Request

School District _____

Payment Request Date _____

Project Name _____

Payment Request # _____

Project Number _____

Payment Request Period
From: _____ To: _____

Total Project Cost

Design Fee _____ (A)

Misc. Cost & Fees _____ (B)

Original Contract Sum _____ (C)

Net Change by Change Order _____ (D)

Total Project Cost to Date _____ (A+B+C+D)

Current Billings

Design Fees Request _____ (a)

Misc. Cost & Fees _____ (b)

Construction Cost Request _____ (c)

Total Completed and Stored to Date _____ (a+b+c)

Retainage to Date \$ _____

Total Completed Less Retainage \$ _____

Less Previous Billings \$ _____

Total This Request \$ _____

Name & Title Official Submitting Report (Please Print)

Signature

Arkansas Division of Public School Academic Facilities and Transportation
APPENDIX B (Part 3) Change Order (C/O) Report

<u>School District</u> _____	<u>Payment Request Date</u> _____
<u>Project Name</u> _____	<u>Payment Request #</u> _____
<u>Project Number</u> _____	<u>Payment Request Period</u> From: _____ To: _____

C/O #	Date	C/O Description	C/O Amount	Meets Facility Manual Standards?	Materially Changes Project Scope?
<u>1</u>	_____	_____	\$ _____		
<u>2</u>	_____	_____	\$ _____		
<u>3</u>	_____	_____	\$ _____		
<u>4</u>	_____	_____	\$ _____		
<u>5</u>	_____	_____	\$ _____		
<u>6</u>	_____	_____	\$ _____		
<u>7</u>	_____	_____	\$ _____		
<u>8</u>	_____	_____	\$ _____		
<u>9</u>	_____	_____	\$ _____		
<u>10</u>	_____	_____	\$ _____		

Enter Yes or No to each

If more space is needed, continue after end of this sheet

Change Order Summary	Additions	Deductions
<u>Total change(s) approved in previous periods</u>	\$ _____	\$ _____
<u>Total change order(s) approved this period</u>	\$ _____	\$ _____
TOTALS	\$ _____	\$ _____

<u>Net Changes by Change Orders</u>	\$ _____
-------------------------------------	----------

<u>Name & Title Official Submitting Report (Please Print)</u>	<u>Signature</u>
Revised 8/25/11	

Arkansas Division of Public School Academic Facilities and Transportation
APPENDIX B (Part 3) Change Order (C/O) Report - Page 2

<u>School District</u> _____	<u>Payment Request Date</u> _____
<u>Project Name</u> _____	<u>Payment Request #</u> _____
<u>Project Number</u> _____	<u>Payment Request Period</u> _____
	<u>From:</u> _____ <u>To:</u> _____

<u>C/O #</u>	<u>Date</u>	<u>C/O Description</u>	<u>C/O Amount</u>	<u>Meets Facility Manual Standards?</u>	<u>Materially Changes Project Scope?</u>
11			\$		
12			\$		
13			\$		
14			\$		
15			\$		
16			\$		
17			\$		
18			\$		
19			\$		
20			\$		
21			\$		
22			\$		
23			\$		
24			\$		
25			\$		

Enter Yes or No to each

<u>Name & Title Official Submitting Report (Please Print)</u>	<u>Signature</u>
---	------------------

School District:

Budget Submitted Date: **Project Closure Date:**

A	
Source of Funds:	Initial Budget:
Bond Proceeds:	\$
Contributions:	\$
Grants:	\$
Operational Funds:	\$
Stimulus Funds	\$
Other Funds:	\$
	\$
School District Share:	\$
State Share:	\$
Total Available Funds:	\$
Budget Details:	
Project Cost:	\$
Design:	\$
Reimbursables:	\$
CM Fees:	\$
LFI:	\$
Furnishings:	\$
Academic Materials:	\$
Operational Expenses:	\$
Site Acquisition:	\$
Project Total:	\$

[illegible]

APPENDIX B: (Part 2) State Payment Request

Project Name: _____

School District: _____

Project Number: _____

(Submitted to request State Partnership Share payments)

Payment request Period:

From: _____

To: _____

Payment Request Number: _____

Payment Request Date: _____

Request this date:

Total Prior Payments:

Contractor Payment Request:

(Attach certified contractor invoice)

Design Payment request:

(Attach design invoice)

Current Project Financial Information:

Original Contract Amount:

(List Sub contracts as appropriate)

Approved Change Orders:

(List value through latest approved change order)

Design Contract Fee:

CM Fees:

\$
\$
\$
\$
\$
\$

\$
\$

Official Submitting Request

Signature

APPENDIX B: (Part 3) Project Status Report

Project Name:

School District:

Project Number

Project Report Date:

Facility LEA #

Project Construction to date:

Changes From Previous Report:

Remarks on Project Progress:

Official Submitting Report

Signature

~~(The Division of Public School Academic Facilities and Transportation (DPSAFT) establishes the contract form or format for District contract agreements. It strongly recommends the inclusion of certain clauses for the various contracts Districts may use for their projects. The following clauses are strongly recommended in District Architect/Engineer Agreements for projects with no Construction Manager. These clauses are recommended to be included in all Architect/Engineer-Owner contracts regardless of basic format).~~

~~1. The Architect/Engineer shall perform the responsibilities of this Agreement as representatives of both the District and DPSAFT.~~

~~2. The Architect/Engineer shall be currently licensed to practice in Arkansas, and shall carry general liability, workmen's compensation, errors and omissions and business auto insurance coverage as provided below:~~

~~————— A. Insurance. The insurance required to be maintained by the Architect/Engineer pursuant to this Article shall be maintained with insurance companies having Best Insurance Reports rating of "A" or better and a financial size category of "IX" or higher, or if not rated by Best Insurance Reports, a Standard & Poor's claims paying ability rating of "BBB+" or higher (or comparable rating by any other rating entity reasonably acceptable to Owner). Nothing contained elsewhere in this Agreement shall limit the obligations of the companies providing the insurance required by this Article VI under the policies relating to such insurance. The Architect will be responsible for any deductibles with respect to any insurance maintained.~~

~~————— B. Casualty Insurance. Except when a modification is requested in writing by the Architect/Engineer and approved in writing by the Owner, the Architect/Engineer shall carry and maintain at the Architect's/Engineer cost, with companies authorized to do business in Arkansas, all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement:~~

~~————— Worker's Compensation/Employer's Liability. The Architect/Engineer shall procure and maintain Worker's Compensation insurance in accordance with all applicable Federal and state law together with both an "all States" Endorsement and a Voluntary Compensation Endorsement. Employer's Liability will have a minimum limit in accordance with Arkansas State Law.~~

~~————— Commercial General Liability. (This clause is applicable in those contracts where the architect or engineer acts as the principal administrator of the construction contract; otherwise it will be included in the construction management contract). The Architect/Engineer will provide Commercial General Liability coverage written on an "occurrence" basis, including coverage for premises operations, explosion, collapse, and underground hazards, products/completed operations with minimum limits of (AMT) dollars (\$AMT) [or project-specific] in a combination of primary, excess or umbrella layers. Owner shall appear as an additional insured up to (AMT) dollars (\$AMT) [or project-specific]. The policy will also contain a~~

~~cross liability of severability of interest endorsement and a three-year extension of coverage following final completion;~~

~~— Comprehensive Automobile Liability. The Architect/Engineer shall procure and maintain Comprehensive Automobile Liability insurance, including coverage for liability arising out of the use of owned, non-owned, leased or hired automobiles for performance of this Agreement. As used herein, the term "automobile" means any vehicle licensed or required to be licensed under the applicable state vehicle code. The Comprehensive Automobile Liability insurance shall meet the minimum State of Arkansas policy limits~~

~~— C. Project Professional Liability Insurance. For all Projects with a Construction Budget of \$5,000,000 or more, the Architect/Engineer shall, if requested by the Owner, obtain proposals for project specific professional liability insurance to cover the Architect and any Consultants ("Project Professional Liability Insurance") in an amount of not less than [Project Specific]. The term of coverage of such insurance will include the design period, the construction period and a period of no less than two (2) years after the Contract Completion.~~

~~— D. Professional Liability Insurance. When the Owner does not elect to procure Project Professional Liability Insurance, and subject to the Owner's waiver or modification of Professional Liability Insurance upon written request of the Architect/Engineer, the Architect/Engineer shall maintain insurance to protect against claims arising from the performance of the Architect/Engineer's services caused by any negligent acts, errors or omissions for which the Architect is legally liable ("Professional Liability Insurance"). Except when a waiver is approved by the Owner upon written request of the Architect/Engineer, such Professional Liability Insurance shall be in an amount not less than \$1,000,000 per claim and in the annual aggregate. The Architect/Engineer shall keep such insurance in effect for so long as the Architect may be held liable for its performance of services for the Project. If the Professional Liability Insurance is written on a claims made basis, such insurance shall have a retroactive date no later than the date on which the Architect/Engineer commenced to perform services relating to the Project. The insurance company issuing the Professional Liability Insurance policy must be authorized to do business in Arkansas and have a rating of at least A status as noted in the most recent edition of the Best's Insurance Reports.~~

~~3. The Architect/Engineer shall provide all services in accordance with applicable Sections of the Arkansas Code and any applicable state rules and regulations, any applicable federal and local statutes, ordinances, rules and regulations, the applicable Announcement issues pursuant to Arkansas Code, the appropriate edition of the Standard Conditions of the Contract for Construction, the Architect's/Engineer Technical Proposal for this Project, the current edition of the Arkansas School Facility Manual, and any additional provisions described in the attachments, exhibits and/or Special Conditions of this Agreement.~~

~~4. The Architect/Engineer is responsible for employing all necessary consultants to execute the project. Such professionals will be licensed architects and engineers qualified to practice the building discipline for which they are employed. The performance of its Consultants as it would be if it had rendered these services itself. Architecture/Engineer fees will be inclusive of~~

~~mechanical, structural and electrical consultants. Other consultants deemed necessary by the architect/engineer, and agreed to by the school district, will be employed by the architect/engineer and their fees to be considered reimbursable expenses unless specifically noted otherwise by the owner.~~

~~5. The Architect/Engineer shall be responsible for processing any conditional use permits required. Such processing will be included within the fee structure of the contract and the allowance for reimbursable expenses.~~

~~6. The Architect/Engineer shall prepare and submit a Pre-Bid Report for the District's approval a minimum of four (4) weeks prior to the date set for Public Bid Advertisement. The Pre-Bid Report shall include: (1) establishment of the bid date; final working drawings and Project specifications; the Final projected cost; proposed project timeline; the status of governmental approvals and permits; a review of the availability of appropriate categories of labor required for all phases of the Work; recommendations of the release dates for bidding documents and the duration of bidding period for the Project. The Architect/Engineer shall forward to the DPSAFT one record copy of the District-approved Pre-Bid Report.~~

~~7. If the Construction Budget is exceeded by the total of the lowest responsive and responsible bids and any legally negotiated prices for the Project, the District shall, take those actions as allowed by A.C.A 22-9-203, at its option, (1) approve in writing an increase in the Construction Budget, if the District is solely capable of financing 100% of the necessary increase; (2) authorize re-bidding or renegotiation for some or all parts of the Project within a reasonable time without an increase in the Construction Budget; (3) abandon the Project, in whole or in part, and terminate this Agreement in accordance with the agreed terms and conditions; (4) cooperate in the revision of the Scope of the Project to reduce the actual cost of construction to the Construction Budget. The Architect/Engineer shall modify the Approved Program of Requirements, the Contract Documents, the Final Cost Estimate and the Project Timeline as required by the option exercised, and submits those revised items for the District's approval. The Architect shall then cooperate in any necessary bidding or negotiation. The Architect/Engineer's responsibilities within this provision shall be performed without additional compensation. Should the District exercise option (4) above, making major revisions to the Program Requirements, and requiring substantial revisions to the original program requirements, original estimated budget or project timeline, then the architect shall be entitled to an equitable adjustment in compensation and expenses. The Architect/Engineer shall forward to the DPSAFT a notice copy, indicating District approval, of the District's exercised option.~~

~~8. The Architect/Engineer shall provide assistance to the District in the selection of all contractors and sub-contractors during the bidding phase of the contract.~~

~~9. The Architect/Engineer shall provide assistance to the District in any negotiation with contractors resulting from bids or proposals exceeding the Final School District Budget.~~

~~10. The Drawings and Specifications produced by the Architect/Engineer shall not contain Design Errors and/or Omissions that cause the Construction Budget to be increased by more than three percent (3%) for new construction or five percent (5%) for renovation/repair/addition construction, through the issuance of additive Change Orders to the Contractor(s) during the Construction Phase. In addition to any other remedy provided by law, the Architect shall be held liable for the entire cost of all Design Error Change Orders and held liable for ten percent (10%) of all Design Omission Change Order costs, once the cumulative value of such Design Omission Change Order costs have exceeded the appropriate three or five percent (3% or 5%) of the Construction Budget threshold. For Design Omission Change Orders only, the architect/engineer will not be held liable for that portion of the change order cost the owner would have paid had the work been originally included in the drawings and specifications.~~

~~11. The Architect/Engineer shall assist the Owner in determining dates of Partial Occupancy of the Work or portions thereof designated by the Owner and shall assist in obtaining any necessary temporary occupancy or other certificate from any applicable government authority.~~

~~12. The Architect/Engineer shall be required to accompany a contractors re-inspection of the project, fully and completely, at approximately eleven months after the date of substantial completion, or otherwise prior to the expiration of general warranty as directed by the District. The Architect/Engineer shall report all deficiencies uncovered during this inspection and will be responsible for monitoring the correction of the deficiencies to a complete and satisfactory level for acceptance. The Architect/Engineer shall provide to the DPSAFT a notice copy, indicating District receipt and approval, of the warranty inspection and satisfaction of such.~~

~~13. The owner shall have the right to examine, copy and audit the books and or other financial records in possession of the architect/Engineer firm relating to this contract at any times deemed necessary by the owner and reasonably convenient to the architect/engineer.~~

~~14. The architect/Engineer will be responsible for making revisions to the drawings and specifications or other documents when such documents are; (1) found to be inconsistent with approvals or instructions previously given by the owner, (2) required by the enactment or revision of codes, laws or regulations subsequent to the completion of the construction document phase.~~

~~15. The architect/Engineer will insure the following are provided the owner; "as built" drawings, copies of all shop drawings, manuals and instructional texts at the final acceptance of the project by the owner, and will be a condition of final construction contract or payment. Architect/engineer will review and transmit to the owner.~~

~~16. The architect/Engineer fee will be inclusive of all elements of the projects and will be based on the construction cost of all aspects designed by the architect/Engineer, or modified, changed~~

regardless of cause by parties. Separate contracts, in conjunction with this project, for which the owner contracts separately for which the architect/Engineer had no direct responsibility and or owner furnished equipment will not serve as the basis for fee calculation in this agreement.

17. Should this project be terminated, through no fault of the architect/Engineer, the total of fees (including reimbursable expenses) will be paid the architect/Engineer compliant with the fee structure in the agreement and based on the budgeted amount by the owner.

OWNER (DISTRICT) — ARCHITECT AGREEMENTS

(Where the district uses the AIA standard form of contract the Division requires the following contracts be used for the District — Architect agreement with clause modifications as noted).

1. Owner (District) — Architect Design Contract: To be used for small projects and agreements between the school district and Engineer Firms. Form to be modified to reflect engineer. AIA FORM: B105-2007
2. Owner (District) — Architect Design Contract: To be used for larger projects under \$1,000,000 regardless of the type of design (unless the projects are complicated or require close Architect/Engineer supervision). AIA Form: B104-2007
3. Owner (District) — Architect Design Contract: To be used for larger projects over \$1,000,000. or where there is joint maintenance, repair and LFI new construction combined regardless of contract value. AIA Form: B101-2007
4. Owner (District) — Architect Design Contract: To be used for very large or complex projects. AIA Form: B103-2007

Design fee appropriation will be as follows:

_____ Schematic design Phase:	15%
_____ Design Development Phase:	20%
_____ Construction Documents Phase:	40%
_____ Bidding or Negotiation Phase:	5%
_____ Construction Administration Phase:	20%

OWNER (DISTRICT) — CONTRACTOR AGREEMENTS

(The selection of the construction contract is at the discretion of the district. DPSAFT, will upon request, provide general conditions for a construction contract to be included should the district decide to develop its own contract. In such instances all general and special conditions, attached as Appendix D, will be included. Should the district decide to use a standard AIA construction contract the DPSAFT requires the following contracts be used for the District — Contractor agreement)

1. ~~Owner (District) — Contractor Contract:~~ Where the basis of payment is a stipulated sum less than \$100,000, and little to no Architect/Engineer oversight. ~~AIA Form: A105-2007~~
2. ~~Owner (District) — Contractor Contract:~~ Where the basis of payment is a stipulated sum exceeds \$250,000 and that require Architect/Engineer oversight. ~~AIA Form: A101-2007~~
3. ~~Owner (District) — Contractor Contract:~~ Where the basis is a stipulated sum between \$100,000 and \$250,000 that require Architect/Engineer oversight. **EXCEPTION: When the bid documents contain A201 — 1997 General Conditions of the Contract for construction.** ~~AIA Form: A107-2007~~

~~Note: General guidance: The District Contractor Agreement has to correspond to the District Architect Agreement. Example: If you use AIA Form 101-2007, then you need to use AIA Form B101. A101 goes with B101 and so on.~~

~~OWNER (DISTRICT) — CONSTRUCTION MANAGER AGREEMENTS~~

1. ~~Owner (District) — Construction Manager Contract:~~ Where the CM provides only advisory services: ~~AIA Form: A132-2009~~
2. ~~Owner (District) — Construction Manager Contract:~~ where the CM provides both pre-design advice and performs as the CM during construction **without** a guaranteed maximum price. ~~AIA Form: A134-2009~~
3. ~~Owner (District) — Construction Manager Contract:~~ where the CM provides both pre-design advice and performs as the GC during construction **with** a guaranteed maximum price. ~~AIA Form: AIA Form: A133-2009~~

~~(The District may use the invitation for bids contained in this appendix or it may use one which it has originated. Should the invitation for bids used in the procurement process for the Partnership Project subject to this agreement not contain the paragraphs as noted here, then it will be amended to reflect these paragraphs).~~

INVITATION FOR BIDS

SECTION I: GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

~~These General Instructions, Terms and Conditions and any special terms and conditions become part of any contract entered into in the event any part or all of the bid is accepted by the (Name) School District. Any special terms and conditions included in the Invitation for Bids override these general instructions, terms and conditions.~~

DEFINITION OF TERMS

~~IFB shall mean Invitation for Bids.~~

~~The words vendor, bidder, offerer, company, proposer and contractor may be used synonymously in this document.~~

~~The terms "District" or "Owner" are used interchangeably and refer to the (Name) School District.~~

SUBMISSION OF BID

~~Bids must be submitted to this office using the forms included on or before the date and time specified for bid opening. Each bid should be placed in a separate envelope completely and properly identified using the enclosed mailing label reflecting bid number, bid title and bid opening date/time. Late bids will not be considered under any circumstances.~~

~~Failure to sign the bid may result in disqualification. The person signing the bid should show title or authority to bind his/her firm to a contract. Signature must be in ink. Bid must be completed in ink or typed.~~

ASSIGNMENTS: (Para. To be used if AIA 105 or 107 contracts are used):

~~Neither this contract nor any interest therein nor claim thereunder may or shall be assigned or transferred by the contractor except as expressly authorized in writing by the District. No contract, subcontract or agreement shall be made by the contractor with any other party for furnishing any of the product, work or services herein contracted without the consent of the District.~~

CONFLICT OF INTEREST

~~By submitting a bid, the contractor represents and warrants that no director, board member or employee of the District is in any manner interested directly or indirectly in the bid or contract~~

~~which may result from the bid or in any of the expected profits which might arise therefrom; further, that no attempt has been made to influence or gain favorable advantage by communicating directly or indirectly with any official of the School District. It is understood that any action taken which might tend to degrade the integrity of the competitive bidding process will be considered as grounds for disqualification or a breach of this contract.~~

CONTRACT CHANGES

~~In no event shall any understanding or agreement, contract modification, change order or other matter which would constitute a deviation from the terms of this contract be effective or binding upon the District unless expressly stated and agreed to in writing executed by the School District Official possessing contractual authority for said district.~~

CONTRACT GUIDELINES

~~Offerers agree that a contract does not become effective until it is awarded and a written agreement, purchase order, award letter, or other notice to proceed is executed or issued by the District and the contractor.~~

INDEMNIFICATION AND LEGAL COMPLIANCE: (may be substituted by Para. 3.18 AIA 201-1997 contract).

~~The contractor shall at all times observe and fully comply with any and all Federal, State and local laws, statutes, orders, ordinances and regulations. The contractor agrees to save, hold harmless and to indemnify the District, its agents, employees, officers and board members against any and all liability, losses, claims or costs of whatsoever kind or nature relative to the performance of the contract or any occurrence or accident in connection with inadequate design, breach of contract, material failure, default or the performance of any work, services or products supplied, pursuant to the award, whether to property or persons. Further, contractor shall indemnify, hold harmless and defend the District, its agents, employees, officers and board members from any lawsuits, causes of action, claims, liabilities and damages, of any kind and nature, including but not limited to, attorney's fees and costs, arising out of the performance of this contract whether attributable in whole or in part to any act, omission or negligence of the District, its agents or employees, including, but not limited to, any and all lawsuits, causes of action, claims, liabilities, and damages which the District, its agents or employees may sustain by reason of any failure by contractor to indemnify as provided herein, or any failure by contractor to otherwise perform its obligations pursuant to this contract, or by reason of the injury to or death of any person or persons or the damage to, loss of use of or destruction of any property resulting from work undertaken herein.~~

MINORITY BUSINESS POLICY

~~It is the policy of the (Name) School District that minority business enterprises shall have the maximum opportunity to participate in the District's purchasing process. Therefore, the District encourages all minority businesses to compete for goods, services, and construction contracts.~~

NON-COLLUSIVE AFFIDAVIT

~~By submitting a bid, the company and the individual personally signing the bid represent and warrant that such bid is genuine and is neither collusive nor made for or on behalf of any person not named, and that he has neither induced nor solicited any other company to place a sham bid nor directly or indirectly caused another company to refrain from or be unable to present a bid.~~

NON-DISCRIMINATION

~~The company shall not discriminate against, or segregate, a person or a group of persons on account of race, color, creed, religion, sex, sexual orientation, marital status, familial status, national origin, ancestry, disability or condition of acquired immune deficiency syndrome (AIDS) or AIDS-related complex in carrying out its duties and obligations pursuant to this agreement nor shall the company or any person claiming under or through the company establish or permit any such practice or practices of discrimination or segregation. The company must include in any and all subcontracts a provision similar to the proceeding.~~

PENALTY FOR COLLUSION

~~If at any time it shall be found that the person, firm or corporation to whom a contract has been awarded has, in presenting any bid, colluded with any other party or parties, then, in the sole discretion of the District, the contract so awarded shall be null and void or considered breached and the contractor shall be liable to the District for any and all loss and damage of whatsoever nature, which the District may suffer and the District may seek a new contractor.~~

PROPRIETARY INFORMATION

~~All information submitted in response to this bid is public after the bid opening. The bidder should not include as a part of the response to the invitation to bid any information which the bidder believes to be a trade secret or otherwise privileged or confidential. If the bidder wishes to include such material with a bid, then the material should be supplied under separate cover and identified as confidential. The District does not warrant or agree to, but will endeavor to, keep that information confidential. Contractor acknowledges that information in the possession of the District may be subject to the provisions of the Arkansas Freedom of Information Act.~~

REJECTION OF BIDS

~~The District may reject any and all bids and may reject a bid of any party who has failed to perform, been unfaithful and/or delinquent in any former relationship with the District. The District reserves the right to waive any irregularities or formalities in any solicitation or bid response. The District shall be the sole judge as to which bid is best and, in determining that fact, may consider the contractor's business integrity, financial resources, experience, facilities and/or capacity for performing the work.~~

RESERVATIONS

~~This IFB does not commit the District to award a contract, to pay any costs incurred in the preparation of a bid in response to this invitation, or to procure or contract for services or~~

~~supplies. The District reserves the right to accept, or reject, in part or its entirety, any bid received as a result of this IFB, if it is in the best interest of the District to do so.~~

~~SEVERABILITY~~

~~The finding or determination of any part or parts of the General Instruction, Terms and Conditions is void, unenforceable, invalid or voidable shall result in only that part being stricken with the remainder to continue in full force and effect.~~

~~STATEMENT OF EXPERIENCE AND QUALIFICATIONS~~

~~The company may be required, upon request, to prove to the satisfaction of the District that they have the skill, experience and the necessary facilities and financial resources to perform the contract in a satisfactory manner and within the required time. If the evidence of competency is not satisfactory, the bid of such company may be rejected.~~

~~WITHDRAWAL OF BID~~

~~A bid may be withdrawn before the expiration of the time during which bids may be submitted, without prejudice, by submitting a written request for its withdrawal to the District Contacting Official.~~

~~(Special instructions, terms and conditions are to be included in the General Provisions of the IFB for the Partnership Project subject to this agreement).~~

~~SECTION 2: SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS~~

~~BID GUARANTEE AND PERFORMANCE BONDS~~

~~Each bid will include with it a bid bond in the amount of 5% of the total bid offered. It will be in the form of a cashier's check or insurance surety bond (with Power of Attorney attached) made payable to the owner.~~

~~If bid is over \$20,000, a Performance and Payment bond will also be furnished by the successful bidder within ten (10) days after receipt of the (Name) School District intent to award notice. Failure to furnish the required bonds may cause forfeiture of bid guarantee to the owner as liquidated damages.~~

~~The "Performance and Payment Bond" will be in the amount equal to 100% of the contract price as security for the faithful performance of this contract price and for payment of all indebtedness for labor and materials furnished or performed in connection with this contract. The bond will be written by a surety company which is qualified and is authorized to do business in the State of Arkansas, according to A.C.A. 22-9-402(a)(b) and filing with said bond, his power of attorney as his authority. The bond will be written in favor of the Owner and executed per Arkansas state~~

law. ~~An original and two (2) copies of the bond must be furnished, with power of attorney attached to each. The Contractor will file and record the original with the Clerk in the Circuit Court of (Name) County. The Contractor is to pay all expense incidentals to file the bond. The remaining two copies should be certified by the Clerk to evidence the filing of the original and these two copies submitted to the (Name) School District.~~

~~NO SMOKING POLICY~~

~~The (Name) School District has a No Smoking Policy on all school properties.~~

~~It is the policy of the Board of Education that all uses of tobacco and tobacco products, including smokeless tobacco, will be prohibited on all District facilities. At no time will the use of tobacco products be permitted in classrooms, corridors, restrooms, locker rooms, work areas, cafeterias, offices, faculty lounges, gymnasiums, all other rooms and school grounds.~~

~~This policy applies to all Staff Members, Students, Visitors, General Contractors, Sub-Contractors, and Vendors. This policy is strictly enforced without exception.~~

~~INSURANCE REQUIREMENT~~

~~After bids are opened, the apparent low bidder must provide proof of insurance within five (5) business days from date of request by the District. Insurance must provide sufficient liability protection for all claims, whether direct or indirect, resulting from contractual operations. Failure to submit an insurance certificate by the time provided may be cause for bid disqualification. The following are recommended amounts for insurance coverage: (The District reserves the right to lower/raise these coverages if it is in the best interest of the District).~~

~~The (Name) School District must be named as additional insured, and the certificate must contain a clause that the insurer will not cancel or change the insurance without first giving the (Name) School District a minimum of 30 days prior written notice.~~

~~1. Workmen's Compensation — Statutory Limits.~~

~~2. General Liability~~

~~—— General Aggregate — \$2,000,000~~

~~—— Each Occurrence — \$1,000,000~~

~~Builder's Risk — Fire Extended Coverage and Vandalism and Malicious Mischief Insurance:~~ ~~The Contractor shall procure and maintain during the term of this contract and until work has been completed and accepted, Builder's Risk, Fire Extended Coverage, Vandalism and Malicious Mischief Insurance for an amount equal to 100% of the insurable property value of the project less the cost of any excavation, brick, stone or concrete foundation, piers or other supports which are below the under surface of the lowest basement floor or where there is no basement, piers which are below the surface of the ground or underground flues, pipes or wiring, said insurance coverage to be written in the name of the Contractor and Owner.~~

~~The required insurance must be written by a company licensed to do business in the State of Arkansas in accordance with A.C.A. 23-63 at the time the policy is issued. In addition, the companies must be acceptable to the Owner and Owner's agent.~~

~~CANCELLATION PROVISIONS: (May be substituted by Para. 14.2 AIA 201-1997).~~

~~Cancellation for Cause: The District may cancel the contract at any time for breach of contractual obligations by providing the contractor with a written notice of such cancellation. Should the District exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the contractor.~~

COMPLETION DATE

~~All work must be fully complete no later than (Date). If work is not completed by this date, liquidated damages will be assessed.~~

LIQUIDATED DAMAGES

~~Liquidated damages imposed against the contractor for failure to meet the final agreed upon completion date will be (\$Amount) for each workday beyond the final agreed upon completion date. The contractor shall be relieved of delays due to causes beyond his control such as Acts of God, national emergency, strikes, or fire. The contractor must notify the District Contracting Official in writing, on a timely basis, of such developments stating reason, justification and extent of delay. Weather days will be allowed to be used at the discretion of the contractor and the use of each weather day must be documented and filed with the District Contract Official within 10 days of such use. Weather days will be in accordance with the average inclement weather days as recorded by the National Weather Bureau for the geographical area of the contract.~~

PRICING

~~Bid hereinafter is understood to include all expenses, taxes, incidentals and overhead; including, but not limited to wages, fringe benefits, supervision, material and equipment costs and it is further understood that the bidder shall bear the sum of all supplies (except as otherwise specified) necessary or desirable in order to perform the work. Pricing shall be made on those considerations specified in the aforementioned instructions for an award. No bidder may withdraw his bid for a period of 30 days after the date of bid opening.~~

AWARD OF CONTRACT

~~Bids will be considered on the basis of the price, however, the District reserves the right to establish the award criteria and to reject any or all and to award the Contract to the firm who, in the judgment of the District, is the best qualified to perform the work.~~

Commission for Arkansas Public School Academic Facilities and Transportation

Rules Governing Appeals from Determinations of the
Arkansas Division of Public School Academic Facilities and Transportation

Summary of Changes

Changes made before public comment period:

- The rule is renamed, the statutory authority in section **1.02** is amended, and the purposes in section **2.00** is amended, to reflect the addition of procedures for the Academic Facilities Review Board.
- Section **2.04** adds a definition of substantial evidence.
- Section **3.01** is amended to reflect that appeals under the Facilities Funding Act must now go through the Academic Facilities Review Board.
- Section **3.01.1** is clarified to expressly state the matters that may be appealed under the statute.
- Sections **3.01.2** through **3.01.4**, and **4.01** through **4.08** are rewritten to clarify the appeal and hearing procedures and timeline.
- Section **6.00** is added to establish appeal and hearing procedures for the Academic Facilities Review Board.
- Section **7.00** is added to establish appeal procedures for appeals from the Review Board to the Commission.
- Section **7.04** is added to implement section 5 of Act 1006 of 2011.
- Section **8.00** is added to establish hearing procedures for the Commission on appeals from the Review Board.
- Section **9.00** reflects the statutory provision that Commission decisions are not subject to judicial review under the APA.

THE COMMISSION FOR ARKANSAS PUBLIC SCHOOL
ACADEMIC FACILITIES AND TRANSPORTATION
RULES GOVERNING ~~COMMISSION~~ APPEALS FROM DETERMINATIONS
OF THE ARKANSAS DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES
AND TRANSPORTATION

March 17, 2008

1.00 REGULATORY AUTHORITY

- 1.01 These Rules shall be known as the ~~Arkansas~~ Commission for Arkansas Public School Academic Facilities and Transportation (~~Commission~~) Rules Governing ~~Commission~~ Appeals from Determinations of the Arkansas Division of Public School Academic Facilities and Transportation.
- 1.02 These Rules are promulgated pursuant to Ark. Code Ann. §§ ~~6-20-2512, 6-20-2513, 6-21-801 through 6-21-814, 6-20-2512, 6-20-2513, 6-20-2516, and 25-15-201 et seq., and Act 1006 of 2011.~~

2.00 PURPOSES OF RULES, BURDEN OF PROOF AND DEFINITION OF TERMS

- 2.01 The first purpose of these Rules is to implement the requirements of Ark. Code Ann. §§ ~~6-20-2513 and 6-21-801 through 6-21-814~~ and to provide for a method by which school districts may appeal decisions made by the Arkansas Division of Public School Academic Facilities and Transportation (~~Division~~) to the Commission (~~Division~~) for Public School Academic Facilities and Transportation (Commission). These Rules shall govern the appeals from decisions of the Division to the Commission as provided for in Ark. Code Ann. §§ 6-20-2513 and 6-21-814. Sections 3.00 through 5.00 of these Rules specifically address appeals arising under Ark. Code Ann. §§ 6-21-801 through 6-21-814.
- 2.02 The second purpose of these Rules is to implement the requirements of Ark. Code Ann. §§ 6-20-2512, 6-20-2513 and 6-20-2516 to provide a method by which school districts may appeal decisions made by the Division to the Academic Facilities Review Board (Review Board) and from decisions made by the Review Board to the Commission. Sections 6.00 through 9.00 of these rules specifically address appeals arising under Ark. Code Ann. §§ 6-20-2501 through 6-20-2516.
- 2.03 For the purposes of all appeals brought by a school district pursuant to these Rules, the school district shall have the burden of proving that the Division's written determination is not supported by substantial evidence or is outside the legal authority vested in the Division.

- 2.04 For the purposes of these Rules, the term “substantial evidence” means relevant evidence that a reasonable mind might accept to support a conclusion. Substantial evidence is not based upon speculation and conjecture. A review of substantial evidence is not based upon whether the facts would have supported a contrary finding by the Division, but whether the facts supported the finding made by the Division.

DIRECT APPEALS TO THE COMMISSION
(ARK. CODE ANN. §§ 6-21-801 – 6-21-814)

3.00 APPEAL PROCESS: DIRECT APPEALS TO THE COMMISSION

- 3.01 Pursuant to Ark. Code Ann. §§ ~~6-20-2513~~ and 6-21-814, a school district may appeal any final written determination of ~~a~~ the Division ~~decision~~ made under the provisions of the ~~Arkansas Public School Academic Facilities Funding Act, Ark. Code Ann. §6-20-2501 et seq., or the~~ Arkansas Public School Academic Facilities Program Act, Ark. Code Ann. § 6-21-801 *et seq.*, by following this process:

- 3.01.1 A school district may request in writing, and the Division shall provide within twenty (20) calendar days, (~~within 20 calendar days~~) provide, a written determination concerning a matter directly affecting the school district that is covered under Ark. Code Ann. §§ 6-21-801 through 6-21-814. ~~on any request submitted to the~~ Division. The school district must make its written request for an appeal of the Division’s determination within sixty (60) ~~thirty (30)~~ calendar days from the receipt of the Division’s written decision. No appeals will be considered if not filed within the sixty (60) ~~thirty (30)~~ day timeline.

- 3.01.1.1 A school district may not utilize the procedures outlined in this Section 3.00 to request a written determination that is in effect a request for reconsideration of an earlier written determination.

- 3.01.2 If the school district wishes to appeal the written determination of the Division, the school district must, within thirty (30) calendar days of receipt of the Division’s written determination, submit to the Office of General Counsel, Arkansas Department of Education, with a copy to the Division, a written request for an appeal or an appeal and hearing with the Commission. With its written request, the school district must submit a brief written statement of no longer than fifteen (15) pages explaining, in clear and express terms, the facts of the case and how the Division’s determination is not supported by substantial evidence or is outside the legal authority vested in the Division. At the time of submitting its

initial brief, the school district shall indicate whether it requests a formal hearing before the Commission. If the appeal or appeal and request for hearing are not received within thirty (30) calendar days from the date of the Division's written determination, the Commission shall deny the appeal on the grounds that it is untimely.

3.01.3 Upon timely receipt of the school district's written request for an appeal or appeal and hearing, the Division may prepare a written statement in response. The Division's written response will be limited to fifteen (15) pages. The Division will provide its written response to the the Office of General Counsel, Arkansas Department of Education, with a copy to the school district, within thirty (30) calendar days of receipt of the school district's written request for an appeal.

3.01.4 Once the written statements from the school district and the Division are received by the Commission, the Commission will consider the appeal at the call of the chair of the Commission. Except for good cause shown, the chair of the Commission will schedule the meeting for consideration of the appeal within thirty (30) calendar days of receipt of the Division's written response. Notice of the date, time, and location of the meeting will be sent to the appealing school district and to the Division. If requested by the appealing school district or if the Commission determines that a hearing is necessary, a hearing concerning the appeal will be held during the meeting and in accordance with Section 4.00 of these Rules.

~~3.01.2 After receipt of a written determination from the Division, the school district's written appeal must be received in the Office of the Director of the Division of Public School Academic Facilities and Transportation, 501 Woodlane Street, Suite 600, Little Rock, AR 72201, no later than 4:30 p.m. on the sixtieth (60th) calendar day from receipt of the Division's written determination.~~

~~3.01.3 The school district shall provide in clear express terms a detailed written explanation and evidence showing that the Division's decision is not supported by substantial evidence or is outside the legal authority vested in the Division.~~

~~3.01.4 The school district shall have the burden to establish in its written appeal submission a *prima facie* case establishing the basis of appeal as required in § 3.01.3.~~

- ~~3.01.5 Upon receipt of the school district's written appeal submission, the Commission shall establish a briefing schedule for the school district and the Division to follow and transmit it to each party. The briefing schedule shall be strictly enforced by the Commission. At the time of submitting its initial brief, the school district shall indicate whether it desires to request a hearing to call witnesses and give testimony before a meeting of the Commission.~~
- ~~3.01.6 After reviewing the briefs and evidence submitted on a school district's appeal, the Commission, in its sole discretion, may issue a decision on the written material submitted in a public meeting of the Commission without taking additional testimony or evidence from either party, or the Commission, at its discretion, may require the taking of formal sworn testimony, evidence and statements based on the request of either party or on the action of the Commission. Proper notice of the meeting at which the appeal will be considered shall be sent to the respective parties.~~
- ~~3.01.7 Any appeal hearing requiring public testimony shall be conducted pursuant to the procedures set forth in Section 4.00 of these Rules, and proper notice shall be sent to the respective parties.~~
- ~~3.01.8 The Commission shall render a written decision to approve, deny or place in abeyance each appeal within sixty (60) ~~thirty (30)~~ calendar days of the hearing of the appeal by the Commission.~~
- ~~3.01.9 If the district appeals the determination of the Division to the Commission, the Commission shall have the authority to fully review all parts of the district's Partnership Project(s) (projects) and may approve, deny, reduce or increase the amount of state financial participation in any or all of the appealed project(s).~~

4.00 APPEAL HEARING PROCEDURES: DIRECT APPEALS TO THE COMMISSION

- 4.01 For each hearing, the appealing school district and the Division shall each have up to ten (10) minutes to present an opening statement, beginning with the appealing school district. The chair of the Commission may, only for good cause shown and upon request of either party, allow either party additional time to present an opening statement.
- 4.02 The appealing school district and the Division shall each have up to fifteen (15) minutes to present their cases-in-chief to the Commission, beginning with the appealing school district. The chair of the Commission may, only for good cause shown and upon request of either party, allow either party additional time to present their cases-in-chief.

- 4.03 After both parties have presented their cases-in-chief, the appealing school district and the Division shall each have up to five (5) minutes to present a closing statement, beginning with the appealing school district. The chair of the Commission may, only for good cause shown and upon request of either party, allow either party additional time to present a closing statement.
- 4.04 Members of the Commission may ask questions of either party at any time throughout the proceedings.
- 4.05 For the purposes of the record, documents offered during the hearing by the appealing school district shall be clearly marked in sequential, numeric order (1, 2, 3).
- 4.06 For the purposes of the record, documents offered during the hearing by the Division shall be clearly marked in sequential, alphabetic letters (A, B, C).
- 4.07 After hearing all testimony and evidence presented, the Commission shall deliberate and may announce its decision at the close of the hearing or may take the matter under advisement.
- 4.08 The Commission shall render a written decision to approve, deny or place in abeyance each appeal within thirty (30) calendar days of the hearing of the appeal by the Commission.
- ~~4.01 Each party will have the opportunity, should it so choose, to make an opening statement. The opening statement shall be no longer than ten (10) minutes in length. The appealing district shall present its opening statement first followed by the Division. The Chair of the Commission may grant additional time if he or she deems it necessary.~~
- ~~4.02 The Division and the appealing district shall have up to fifteen (15) minutes each to present their cases in chief to the Commission. The appealing district shall present its case in chief first, followed by the Division. The Chair of the Commission, at his or her discretion, may grant additional time to either or both parties, if necessary.~~
- ~~4.03 After the parties' cases in chief have been presented, the appealing district shall have up to five (5) minutes to present a closing statement followed by the Division, if desired. The Chair of the Commission may grant additional time if he or she deems it necessary.~~
- ~~4.04 After the appealing district has made a closing statement or waived the opportunity for the same, the Division shall have up to five (5) minutes to~~

~~make its closing statement, if desired. The Chair of the Commission may grant additional time if he or she deems it necessary.~~

~~4.05—Members of the Commission shall then have the opportunity to ask questions of any party.~~

~~4.06—After asking any question that it wishes to ask of the parties, the Commission shall deliberate and may vote and then may orally announce its decision; or, unless required by a specific time frame required in law or rule, the Commission may defer final action until a later time.~~

5.00 FINALITY OF COMMISSION DECISIONS

~~5.01—All decisions of the Commission resulting from a school district’s appeal of a Division determination shall be final and shall not be subject to further appeal or request for rehearing to the Commission or petition for judicial review under the Arkansas Administrative Procedure Act, Ark. Code Ann. § 25-15-201 *et seq.*~~

6.00—SUNSET PROVISION

~~6.01—At such time as these Rules become effective, all other “appeal” provisions contained within Rules promulgated by the Commission shall be sunsetted and will be null and void or of no further force or effect in conflict with this rule.~~

APPEALS TO THE ACADEMIC FACILITIES REVIEW BOARD **(ARK. CODE ANN. §§ 6-20-2501 – 6-20-2516)**

6.00 REVIEW BOARD APPEAL PROCEDURES

6.01 Pursuant to Ark. Code Ann. § 6-20-2513, a school district may appeal any written determination of the Division made under the provisions of the Arkansas Public School Academic Facilities Funding Act (Ark. Code Ann. § 6-20-2501 *et seq.*) to the Academic Facilities Review Board.

6.01.1 For the purpose of this Section 6.00, the phrase “Written Determination” includes the Division’s notice of approval of construction projects eligible for state financial participation under Ark. Code Ann. § 6-20-2507.

6.02 A school district may request in writing, and the Division shall provide within twenty (20) calendar days, a written determination concerning a matter directly affecting the school district that is covered under Ark. Code Ann. §§ 6-20-2501 through 6-20-2516.

- 6.02.1 A school district may not utilize the procedures outlined in this Section 6.02 to request a written determination that is in effect a request for reconsideration of an earlier written determination.
- 6.03 If the school district wishes to appeal the written determination of the Division, the school district must, within thirty (30) calendar days of receipt of the Division's written determination, submit to the the Office of General Counsel, Arkansas Department of Education, with a copy to the Division, a written request for an appeal or an appeal and hearing with the Review Board. With its written request, the school district must submit a brief written statement of no longer than ten (10) pages explaining, in clear and express terms, the facts of the case and how the Division's determination is not supported by substantial evidence or is outside the legal authority vested in the Division. At the time of submitting its initial brief, the school district shall indicate whether it requests a formal hearing before the Review Board. If the appeal or appeal and request for hearing are not received within thirty (30) calendar days of the Division's written determination, the Review Board shall deny the appeal on the grounds that it is untimely.
- 6.04 Upon timely receipt of the school district's written request for an appeal or an appeal and hearing, the Division may prepare a written statement in response. The Division's written response will be limited to ten (10) pages. The Division will provide its written response to the Office of General Counsel, Arkansas Department of Education, with a copy to the school district, within thirty (30) calendar days of receipt of the school district's written request for an appeal.
- 6.05 If the school district does not request a hearing, the Review Board shall meet upon the call of the chair to consider the appeal. Except for good cause shown, the chair of the Review Board shall schedule the meeting within thirty (30) calendar days of receipt of the Division's written response. Notice of the date, time and location of the meeting will be sent to the appealing school district and to the Division.
- 6.06 If the school district requests a hearing or if the Review Board determines that a hearing is necessary, the Review Board shall meet upon the call of the chair. Except for good cause shown, the chair of the Review Board shall schedule the hearing within thirty (30) calendar days of receipt of the Division's written response. Notice of the date, time, and location of the hearing will be sent to the appealing school district and to the Division. Hearings shall be conducted pursuant to Section 6.08 of these Rules.
- 6.07 A majority of the members of the Review Board shall constitute a quorum, and all actions taken by the Review Board shall be by a majority of the quorum present.

6.08 For each hearing, the appealing school district and the Division will each have five (5) minutes to present an opening statement, beginning with the appealing school district. The chair of the Board may, only for good cause shown and upon request of either party, allow either party additional time to present an opening statement.

6.08.1 The appealing school district and the Division will each have fifteen (15) minutes to present their cases-in-chief to the Review Board, beginning with the appealing district, which bears the burden of proof. The chair of the Board may, only for good cause shown and upon request of either party, allow either party additional time to present their cases-in-chief.

6.08.2 The appealing school district and the Division will each have five (5) minutes to present a closing statement, beginning with the appealing school district. The chair of the Board may, only for good cause shown and upon request of either party, allow either party additional time to present a closing statement.

6.08.3 Members of the Review Board may, at any time during the proceedings, ask questions to representatives of either party.

6.08.4 For the purposes of the record, documents offered during the hearing by the appealing school district shall be clearly marked in sequential, numeric order (1, 2, 3).

6.08.5 For the purposes of the record, documents offered during the hearing by the Division shall be clearly marked in sequential, alphabetic letters (A, B, C).

6.08.6 Following a hearing, the Review Board shall make a final determination accepting, rejecting, or modifying the determination of the Division. The Review Board may deliberate and announce its determination at the close of the hearing, or the Review Board may take the matter under advisement. The Review Board shall provide to the school district and the Division its written final determination within ten (10) business days of the hearing.

7.00 APPEAL PROCESS: COMMISSION REVIEW OF DECISIONS OF THE REVIEW BOARD

7.01 If the school district wishes to appeal the final determination of the Review Board, the school district must, within thirty (30) calendar days of receipt of the Review Board's final determination, submit to the Office of General Counsel, Arkansas Department of Education, with a copy to the

Division, a written request for an appeal or an appeal and hearing from the Review Board's final determination to the Commission. With its written request, the school district must submit a brief written statement of no longer than fifteen (15) pages explaining, in clear and express terms, the facts of the case and how the Division's determination is not supported by substantial evidence or is outside the legal authority vested in the Division. At the time of submitting its initial brief, the school district shall indicate whether it requests a formal hearing before the Commission. If the appeal or appeal and request for hearing are not received within thirty (30) calendar days from the date of the Review Board's written final determination, the Commission shall deny the appeal on the grounds that it is untimely.

7.02 Upon timely receipt of the school district's written request for an appeal or appeal and hearing, the Division may prepare a written statement in response. The Division's written response will be limited to fifteen (15) pages. The Division will provide its written response to the Office of General Counsel, Arkansas Department of Education, with a copy to the school district, within thirty (30) calendar days of receipt of the school district's written request for an appeal.

7.03 Once the written statements from the school district and the Division are received by the Commission, the Commission will consider the appeal at the call of the chair of the Commission. Except for good cause shown, the chair of the Commission will schedule the meeting for consideration of the appeal within thirty (30) calendar days of receipt of the Division's written response. Notice of the date, time, and location of the meeting will be sent to the appealing school district and to the Division. If requested by the appealing school district or if the Commission determines that a hearing is necessary, a hearing concerning the appeal will be held during the meeting and in accordance with Section 8.00 of these Rules.

7.04 If the Review Board's final determination will result in a greater level of state financial participation in a project than previously authorized by the Division, the Board's final determination shall be reviewed by the Commission at the call of the chair of the Commission.

7.04.1 When the chair of the Commission determines that a review is mandated by Section 7.04 of these Rules, the chair shall, within thirty (30) calendar days of the date of the Review Board's decision, give written notice to the appealing school district and the Division that the final determination will be reviewed by the Commission.

7.04.2 Within thirty (30) calendar days of receipt of notice from the chair of the Commission, the appealing school district shall submit to the

the Office of General Counsel, Arkansas Department of Education, with a copy to the Division, a brief written statement of no longer than fifteen (15) pages explaining, in clear and express terms, the facts of the case and how the Division's determination is not supported by substantial evidence or is outside the legal authority vested in the Division. At the time of submitting its initial brief, the school district shall indicate whether it requests a formal hearing before the Commission.

7.04.3 Upon timely receipt of the school district's brief written statement, the Division may prepare a written statement in response. The Division's written response will be limited to fifteen (15) pages. The Division will provide its written response to the Office of General Counsel, Arkansas Department of Education, with a copy to the school district, within thirty (30) calendar days of receipt of the school district's brief written statement.

7.04.4 Once the written statements from the school district and the Division are received by the Commission, the Commission will consider the review at the call of the chair of the Commission. Except for good cause shown, the chair of the Commission will schedule the meeting for consideration of the review within thirty (30) calendar days of receipt of the Division's written response. Notice of the date, time, and location of the meeting will be sent to the appealing school district and to the Division. If requested by the appealing school district or if the Commission determines that a hearing is necessary, a hearing concerning the review will be held during the meeting and in accordance with Section 8.00 of these Rules

8.00 COMMISSION HEARING PROCEDURES: APPEALS FROM THE REVIEW BOARD

8.01 For each hearing, the appealing school district and the Division shall each have up to ten (10) minutes to present an opening statement, beginning with the appealing school district. The chair of the Commission may grant additional time to either or both parties, if necessary.

8.02 The appealing school district and the Division shall each have up to fifteen (15) minutes to present their cases-in-chief to the Commission, beginning with the appealing school district. The chair of the Commission may grant additional time to either or both parties, if necessary.

8.03 After both parties have presented their cases-in-chief, the appealing school district and the Division shall each have up to five (5) minutes to present a closing statement, beginning with the appealing school district. The chair

of the Commission may grant additional time to either or both parties, if necessary.

8.04 Members of the Commission may ask questions of either party at any time throughout the proceedings.

8.05 After hearing all testimony and evidence presented, the Commission shall deliberate and may announce its decision at the close of the hearing or may take the matter under advisement.

8.06 The Commission shall provide to the school district and the division its final written determination within ten (10) business days of the hearing.

9.00 FINALITY OF COMMISSION DECISIONS

All decision of the Commission resulting from a school district's appeal of a determination of the Review Board, or resulting from the Commission's review of a determination of the Review Board, shall be final and shall not be subject to further appeal or request for rehearing to the Commission, or petition for judicial review under the Arkansas Administrative Procedure Act (Ark. Code Ann. § 25-15-201 *et. seq.*).