



Hickory Public Schools

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MEMORANDUM

TO: Administrators and Parent Organizations of the Hickory Public Schools
FROM: Anthony Cox, Director of Operations and Maintenance
DATE: September 12, 2023
SUBJECT: **COMMUNITY AND PARENT ORGANIZATION PROJECTS GUIDELINE**
REFERENCE: a) HPS Board Policy 9000 Series, Facilities
b) HPS Board Policy 5010, Parent Organizations
c) HPS Board Policy 8220, Gifts and Bequests

For safety, security and risk management all maintenance, repairs, alterations and additions to school district sites and buildings must comply with the Facilities (9000 Series) Policies of the Hickory Public Schools' Board of Education. While district-controlled public funds are typically used for these modifications, projects may also be initiated and/or funded by parent organizations, community groups, and private individual or organization/ company donors. Example projects include Eagle Scout service projects, PTA landscaping improvements and Booster Club athletics facilities renovation or new construction projects.

The purpose of this guideline is to ensure these projects are consistent with referenced board policies, district insurance requirements, design standards, and long-range plans and are compliant with state and local construction and safety codes. This guideline is applicable to both contractors hired for work and volunteer-labor projects.

Identification. All building and site modifications, regardless of the funding source, must be identified and initiated as a work request through the Facility Tracker management system. Authorized requestors at each school may enter a work request, approved by the principal or designated site director, to identify the work to be done. Organizations or individuals above should be listed on the work request and a district representative or contact, approved by the principal, shall be listed on the work request.

Approval. In accordance with referenced policies, all community and parent organization projects which modify a building or site must be approved by the Board of Education. **Enclosure 1, "Modification To Property"**, shall be completed and submitted to the principal or designated site director to begin this process. In addition to the space provided on the form, details of the work must be attached, including:

- A detailed written description of the proposed project
- A site plan or floor plan drawing indicating the proposed location of the project (as applicable)
- Construction drawings to include general construction, plumbing, electrical, mechanical, technology, and other drawings as necessary
- Construction materials list, specifications, and/or product information
- If a project involves landscaping, provide a plant list or description of vegetation to be added
- Name and contact information for the parent organization, community group or individual funding the project.
- Name and contact information for the licensed contractor performing the work (when required)
- Proof of Insurance from licensed contractor performing the work (when required)

Depending on the size and complexity of the project, additional planning guidelines must be followed. See **Enclosure 2, "Community Group or Individual and Parent Organization Project Requirements"**. We appreciate your support and teamwork to provide a safe and secure campus for everyone.

"Extending Excellence"



Modification to Property
Proposal to the Hickory Board of Education

School

Proposal: _____

Cost: _____

Fund Source: _____

Labor Source: _____

Materials Source: _____

Approvals:

Principal Date

Director of Facilities Date

Superintendent Date

Board of Education Date



Community Group or Individual and Parent Organization Project Requirements

1. All projects must comply with School District standards and guidelines. If requested, a representative from the Facilities Department can assist in preliminary planning of your project.
2. Projects must comply with all Local, State and Federal guidelines, codes and ordinances. All projects must obtain a Building Permit through the Catawba County Building Inspections Department and work must be performed by licensed contractors when required. The work must be completed in strict accordance with all applicable building codes. All inspections shall be obtained and a final Certificate of Compliance provided to the Facilities Department at the completion of the project.
3. Insurance Requirements for Licensed Contractors: The Contractor shall purchase and maintain such insurance as will protect him, the District, and the District's agents, representatives, and employees from claims which may arise out of or result from the Contractor's operations to include:
 - a. Commercial General Liability Insurance - as shall protect Contractor and any Subcontractor performing work under this Contract from claims for damages for Bodily Injury including accidental death, as well as from claims for Property Damage. This insurance shall be on the Standard Insurance Services Office, Inc. (ISO) Commercial Liability Occurrence Form. Coverage shall be for a Combined Single Limit for Bodily Injury, Property Damage and Personal Injury of:

\$1,000,000	General Aggregate (except Products - Completed Operations) Limit
\$1,000,000	Products - Completed Operations Aggregate Limit
\$500,000	Personal and Advertising Injury Limit
\$500,000	Each Occurrence Limit
 - b. Certificates of Insurance acceptable to the District shall be filed with the District prior to commencement of the Work. These Certificates shall contain a provision that coverages afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the District. Failure to provide such notice shall not limit the liability of the Insurer, its agents or representatives.
 - c. The policy shall name Hickory City Schools as additional insured, and shall have endorsements waiving subrogation against the District.
4. Some construction projects may also require review by the NC Department of Public Instruction. Please check with the Facilities Department if you are planning a large construction project.
5. Some projects may require the services of a registered architect or engineer, depending on the project scope and complexity. At the time a project is submitted for consideration, Facilities Department will advise whether an architect and/or engineer must be engaged and it will be the responsibility of the person or organization donating the project to procure the services of licensed design professionals.
6. Prior to any work beginning, architectural and/or engineered drawings, if required, must be submitted to the Facilities Department to confirm the work is consistent with long range plans.
7. All required permits must be submitted to Facilities prior to commencement of work.



Community Group or Individual and Parent Organization Project Requirements

8. The total cost and scope of work must be considered in planning the project. This should include, but not be limited to: utilities, general construction, plumbing, electrical, mechanical, technology, furniture and equipment. Unless previously approved in the capital budget, there are no funds to supplement school projects.
9. If any public school funds are used, all purchases or contracts must comply with all applicable NC State General Statutes, Board of Education Policy and the HPS Purchasing Manual.
10. All underground utilities must be located prior to starting any work that requires digging. To have underground utilities located, please:
 - a. Submit a work order to the Facilities Department that includes a description of the work proposed and a site plan identifying the location. Please allow two weeks for location.
 - b. Submit a work order to Technology that includes a description of the work proposed and a site plan identifying the location. Please allow two weeks for location.
 - c. Within three working days before you plan on digging, the person performing the work must call NC811 to locate all public utilities. See <http://www.NC811.org> for more information.
11. Please consider the long-term maintenance and operating cost of your project. If you are concerned with these impacts, contact the Facilities Department for assistance in planning.
12. Contractor employees, organization volunteers, vendors and other visitors performing project work on any campus or building must comply with Board Policy 5020, Visitors to the Schools, including the requirement to report in to the front office of the school or site when arriving and showing proper identification. All workers are required to follow all board policies and regulations.
13. Any licensed contractor or organization performing project work must provide three (3) working days advance notice of arrival onto the approved worksite to the principal of the school or to the Facilities Department, at (828) 324-6280. Project work outside of working hours (7:30am – 4:00pm) or anytime on weekends must be approved by the Director of Operations and Maintenance (Facilities Department).
14. All sheds must comply with the wind load construction requirement of 130 mph and you must obtain a permit of construction.
15. If planning a walking path, track, paving project, addition, or new construction you must consider stormwater requirements. This can be very costly and time consuming. We encourage you to contact the Facilities Department early to determine requirements and associated costs.
16. Please consider the potential impact of the project on community use of school facilities and try to minimize that impact.
17. If planning landscaping improvements, please consider plant materials indigenous to the area, mature size of plants, and location.