1. All improvements to buildings or grounds shall meet the rules of the Department of Education's State Requirements for Educational Facilities - (SREF) and the latest edition of the Florida Building Code.

2. Requests for approval for improvements or modifications must be directed in writing by the building principal to the Chief Operating Officer, for evaluation and approval prior to beginning any construction.

3. No costs shall be encumbered by the Duval County Public Schools. Furnish pertinent information on funding of the project.

4. Work may require plans and specifications signed and sealed by an architect or engineer registered in the State of Florida.

5. Design drawings, site location drawings and specifications shall be developed sufficiently for review by Facilities.

6. Accurate site plan layout shall be provided for all recreational additions.

7. Freestanding sign construction details shall include baseplate and foundation design, by a licensed professional structural engineer, for 110 M.P.H. wind load.

8. Playgrounds and play equipment shall be subject to the recommendations of the Handbook for Public Playground Safety. Pressure treated lumber equipment is no longer allowed.

9. Approval from the Duval County Public Schools Code Enforcement/Safety Division must be obtained prior to beginning construction.

10. Mechanical and electrical construction must be accomplished with licensed trades.

11. Protected trees shall not be removed

12. Surface drainage systems shall not be impaired.

13. Footings shall be no less than 6" below finish grade

14. Locates for utilities and underground storage tanks shall be obtained from maintenance prior to excavation.

15. Installers shall be responsible for repair of utilities damaged during construction.

16. Signed Hold Harmless Agreement from all installers, volunteers and non-volunteers are required and must be retained in school files prior to beginning any construction activities.

17. The licensed contractor performing the work shall contact the DCPS Code Enforcement/Safety office at (904) 858-1919 to arrange for obtaining a "permit" for construction and the Code Enforcement Standard Operating Procedures regarding inspection requirements.

18. A copy of the following shall be on file in the principal's office and made available on site during construction periods:
   - Current copy of approved construction documents
   - Federally mandated Material Safety Data Sheets
   - Code inspection reports
   - Safety rules

19. The job site shall be protected by construction fencing which does not allow public, students, or staff to enter the construction site. No trespassing warnings are to be posted.