

DUVAL COUNTY PUBLIC SCHOOLS
OPERATIONS - FACILITIES
Modifications to School Facilities Checklist

- 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.