

P7100 BUILDING MINOR IMPROVEMENTS

BOARD POLICY:

During each fiscal period, building minor improvement funds shall be allocated for improvements or alterations to existing buildings. Such improvements will be accomplished within the limitations of budget and the availability of personnel.

Administrative Implemental Procedures:

1. All work requests for building minor improvements shall be submitted to Design & Construction between the dates of July 1 and January 31.
 - a. A Minor Improvement Review Committee of not less than four (4) district employees shall be appointed to serve by the Superintendent or designee.
 - b. The Minor Improvement Review Committee shall review requests and approve based on needs, priority and available funding.
 - c. As minor improvement requests become approved or denied, building principals will be notified of their status and scheduled dates, if applicable.

Administrative Responsibility: Facilities Division

Latest Revision Date: February 2017

Previous Revision Date: March 1999 P7100