

February 2017

**ADMINISTRATIVE MEMORANDUM NUMBER NINETY-NINE**  
**REMODELS OR REPAIRS TO DISTRICT FACILITIES**

District facilities are to be remodeled, repaired, and maintained only in accordance with district procedures and standards. Staff members who are not part of the usual maintenance and custodial staff shall not undertake alterations or repairs to buildings, rooms, equipment, landscaping, etc. without clearance and approval of the appropriate director or supervisor of school facilities, maintenance, or custodial services. Employees who undertake alterations or repairs on their own volition may be subject to disciplinary action.

Below is a non-exhaustive list of issues which are problematic and require special attention:

1. Volunteers, volunteer organizations, parents, etc., who wish to donate work effort, products, or services to schools shall first obtain written permission from the District Architect or Assistant Superintendent of Support Services.
2. Teachers, administrators, or other school staff may only mount to walls, doors, and windows with approved adhesive distributed through the District warehouse. "Command Strip" wall hanging systems are preferred.
3. Decorations may not be hung from light fixtures. Decorations hung from the ceiling must stay within fire code and shall not hang longer than two (2) weeks. Schools shall not install, construct, or hang anything that would obstruct fire alarm devices or fire sprinklers.
4. As a means to ensure buildings are not painted with unskilled labor, schools are not allowed to paint walls, ceilings, floors, or other items on their own. District personnel or contractors retained and supervised by District maintenance and construction are the only groups authorized to paint District facilities.
5. Modifications, deletions, and/or additions to facility landscaping areas, including grass, trees, shrubbery, and flowers, must first be approved through the District Architect.
6. Tape, reflective coatings, and tint may not be applied to windows. Blinds/curtains may be obtained by contacting the Paint Shop and must be UL Listed and fire retardant.
7. Schools shall not mount or attach anything to masonry, tile, or other permanent wall finish material by drilling holes into the wall.
8. Schools shall not modify any mechanical or electrical systems within the building, including classrooms or theatrical lighting.
9. Schools shall not attach any exposed conduits to the interior or exterior of the building if alternate means are available. If alternate means are not available, permission must be obtained first from the District Architect or Assistant Superintendent of Support Services.

10. Schools shall not cut, drill through, or adversely impact any structural members of the building.
11. Schools shall not remove or build any walls, half walls, fixed partitions, or ceilings.
12. Schools shall not remove flooring, install flooring, or sand and refinish hardwood floors. Flooring includes, but is not limited to carpet, tile, laminate, and hardwood.

/s/

Dr. Martin W. Bates  
Superintendent