

## New Construction and Major Renovation

It is the procedure of Mission Public Schools that staff is involved in the design of new schools and/or additions for the school which such staff is assigned. This involvement will follow the process outlined in the accompanying regulations to this policy.

### Design Team

A design team shall be established to work with the Coordinating Architect in the design of new schools and/or additions. The design team shall be made up of the following persons:

- Director of Facilities
- Principal of School and/or Representative Committee of Principals
- One Teaching Staff Representative and/or Representatives
- One Support Staff Representative and/or Representatives
- One Support Staff Representative and/or Representatives
- One member of the PAC Group

Where specialist facilities are involved, the design team shall consult with the respective specialist teachers.

### Sustainability

New facility construction or major renovations will meet the LEED standard or equivalent, "LEED FOR NEW CONSTRUCTION AND MAJOR RENOVATIONS 2009", with a rating of gold or higher, design guidelines.

### Sketch Plans and Working Drawings

Sketch plans for each project shall first be approved by the design team prior to starting working drawings.

#### Procedure: Sketch Plans

- Preparation of sketch plans by the Coordinating Architect with input from the design team.
- Review by the Design Team (each member must initial the plans).
- The plans will be submitted to the Ministry by the Director of Facilities after he or she is satisfied that the square metre area and estimated costs are in keeping with the Ministry's approved program.

#### Procedure: Working Drawings

- The Coordinating Architect will prepare the drawings and list of 'separate price' items in order of priority after conferring with the design team.
- Working drawings and recommended 'separate price' items in order of priority will be presented to the design team for perusal and approval.
- Working drawings and documentation are forwarded to the Ministry for approval to call tenders if required.

### Opening of Tenders

Each member of the design team shall be notified of the date and time of tender openings.

Each member of the design team may attend the opening of tenders, providing it be at no cost to the Board, in the event it is necessary to consider deletions to the base bid and to provide input into the staff recommendation to the board for the awarding of the tender.

## **Alternations During Construction**

Any alteration(s) of a significant nature shall require review by the Director of Facilities. All alteration(s) of a significant nature shall be reported to the Secretary-Treasurer.

## **Evaluation**

After the school has been in operation for a reasonable length of time, but no longer than one year, the Coordinating Architect shall seek comments from the staff to ascertain ways in which future designs can be improved.

**Date Adopted: May 2000**

**Date Amended: May 2011**