

Operational Services

Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district.

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$12,500, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standard for Green Cleaning

The Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

Naming District Facilities

The Board of Education is responsible for naming facilities. This includes schools, other buildings, rooms, internal spaces, athletic fields, streets, open spaces and all other areas owned and/or operated by the school district.

Facilities may be named for their physical location; geographic area; a distinguished local, state, or national leader whose name will lend dignity and stature to the facility; a significant event; organizations; or programs which have had significant impact on the District.

In selecting the name for a facility, the Board of Education will seek appropriate community input and carefully consider recommendations from the school community and the community at large.

General Guidelines for Naming Facilities

- Except in unusual circumstances or for compelling reasons, as recommended by the Superintendent and endorsed by the Board, the names of individuals considered shall be those of persons who are deceased.
- Facilities should be named after individuals who have honored the District's vision and mission and had direct, substantial and active association with the District or the school.
- Selection may be based on an individual's record of scholarship, creativity, leadership, humanitarian service, or public service.
- When a facility is named after an individual, a brief statement indicating the individual's accomplishment/achievement/service should be prominently displayed inside the building near the name of the facility.
- Facility names may be selected as a result of leasing naming rights, contracts to sell advertising, or agreements with a sponsoring agent.

LEGAL REFERENCES:

Green Cleaning Schools Act 105 ILCS 140 et seq.;

23 Illinois Administrative Code 2800.10 et seq.;

State of Illinois Guidelines and specifications for the Green Cleaning Schools Act

Adopted: October 11, 1995

Amended: August 12, 2009

Revised: February 2017