APS Policy Review Team
2110 Washington Blvd
Arlington, VA 22204

TO: Arlington School Board
FROM: Policy Review Team
THROUGH: Dr. Francisco Durán, Superintendent
DATE: June 12, 2026
RE: Revisions to Policy Implementation Procedures F-5.7 PIP-3 Selection of Architecture/Engineering Firms, F-5.7 PIP-4 Environmental Assessments, F-5.7 PIP-5 Minor Construction/Major Maintenance, F-5.7 PIP-6 Signs on School Property, and F-5.7 PIP-7 Safety During Construction

These PIPs were revised as part of their regular 5-year review.

The Superintendent has signed the following changes to F-5.7 PIP-3 Selection of Architecture/Engineering Firms.

- Minor technical changes.

The Superintendent has signed the following changes to F-5.7 PIP-4 Environmental Assessments.

- Remove unnecessary reference.

The Superintendent has signed the following changes to F-5.7 PIP-5 Minor Construction/Major Maintenance.

- Remove references to the MC/MM Committee.
- Minor technical changes.

The Superintendent has signed the following changes to F-5.7 PIP-6 Signs on School Property.

- Delete superfluous language.
- Remove unnecessary reference.

The Superintendent has signed the following changes to F-5.7 PIP-7 Safety During Construction.

- Minor technical changes.

Purpose

This Policy Implementation Procedure provides the process for competitive selection of highly qualified Architecture/Engineering firms to provide services on Capital Improvement Projects. Architecture/Engineering services are defined as professional services under the Arlington Public Schools Procurement Resolution (Procurement Resolution).

Methods for Selecting Architecture/Engineering Firms

Article 4, Section 4-102 Competitive Negotiation and Article 4, Section 4-105 Small Purchases of the Procurement Resolution provide methods for selecting Architecture/Engineering firms: Task Order Contracts, under which multiple construction projects may be performed, and Single Project Contracts, under which a single larger construction project is performed.

Task Order Contracts

Arlington Public Schools maintains Task Order Contracts with Architecture/Engineering firms as an efficient means to address multiple smaller professional service needs. Task Order Contracts are awarded through the competitive Request for Proposal process described below. When utilizing a Task Order Contract for a specific task, Department of Facilities and Operations staff develop a detailed scope of work, request a fee proposal from an Architecture/Engineering firm which holds a current Task Order Contract, and negotiates a firm fixed price. Once a fair and reasonable price is agreed, a Task Order is awarded.

Single Project Contracts

If the Architecture/Engineering firm's price is expected to exceed the single project Task Order Contract limit identified in the Procurement Resolution, or if the Procurement Agent or designee determines it to be in the best interests of Arlington Public Schools, selection occurs through the competitive Request for Proposal process, as described in Article 4 subsection 4-102 (2) B of the Procurement Resolution.

Selection Process

The Selection Process comprises: development of the Request for Proposal; appointment of the Selection Advisory Committee; advertisement of the Request for Proposal; submission of proposals responding to the requirements of the Request for Proposal by interested Architecture/Engineering firms; review of proposals submitted; creation of a shortlist of firms to be interviewed; interviews of shortlisted firms; submission of a price proposal; negotiation of a Contract; and Contract Award.

Selection Advisory Committee

Proposals submitted for Task Order and Single Project Contracts are evaluated by a Selection Advisory Committee (the Committee). The Assistant Superintendent, Facilities and Operations or designee appoints the Committee for Task Order Contracts. The Superintendent or designee appoints the Committee for Single Project Contracts. Committee membership is limited to Arlington Public Schools staff to comply with confidentiality and non-disclosure requirements. For Task Order Contracts the Committee may comprise, and for Single Project Contracts the Committee shall comprise, staff members from the Office of Academics, affected departments/and/or schools as applicable, the Office of Business and Management Services, and

the Department of Facilities and Operations. The Procurement Agent, or designee, serves as a non-voting member of the Committee. In a memorandum to the Procurement Agent the Committee summarizes its evaluation of the proposals received, the interviews conducted, and, following the negotiation stage, its recommendation for Contract Award.

Requests for Proposals

Requests for Proposal for Task Order and Single Project Contracts are prepared in accordance with the Procurement Resolution. The Request for Proposal for a Task Order or Single Project Contract provides information on the purpose and background of the task order project, including at a minimum: the School Board's Project Requirements adopted in its Capital Improvement Plan for a specific Capital Improvement Project in accordance with Policy Implementation Procedure F-1 PIP-1 Capital Improvement Plan; the School Board's Program Goals for the Capital and Maintenance Program as set forth in School Board Policy F-5.7 Capital and Maintenance Program; the requirement to comply with Arlington Public Schools Design Standards as set forth in Policy Implementation Procedure F-5.7 PIP-1 Capital and Maintenance Program; and the scope of services sufficient to describe the nature of the work and the specific services required. The Request for Proposal also provides criteria for evaluation of the proposals received and the interviews to be conducted in compliance with the requirements of the Virginia Public Procurement Act and the Procurement Resolution. Evaluation criteria include ability to achieve the School Board's Program Goals as demonstrated by the firm's success at achieving such goals on previous projects.

Proposals

At a minimum the Request for Proposal requires Architecture/Engineering firms to submit all information required under the Procurement Resolution, including but not limited to: general firm qualifications; a staffing plan to demonstrate sufficient resources and capacity to provide the required services; details of at least three projects where comparable services were provided to demonstrate the experience needed to provide the required services and achieve the School Board's Program Goals; resumes of key personnel; additional information that may be pertinent to the specific project; and proof of required insurance coverage.

Interviews

Following evaluation of proposals received, shortlisted Architecture/Engineering firms are invited to interviews for further evaluation. The invitation specifies which members of the firm's team are required to attend and lists the topics to be addressed. The topics typically include: demonstrating an understanding of the Request for Proposal, the scope of services, and the School Board's Project Requirements; team composition and expertise; demonstration of the experience needed to provide the required services and achieve the School Board's Program Goals; and other topics raised by members of the Committee during evaluation of the proposals received.

Negotiations

Following evaluation of interviews, two or more Architecture/Engineering firms who are deemed most meritorious are invited to enter the negotiation stage. During negotiations Contract terms and price are discussed. Individual members of the Committee may conduct negotiations on behalf of the Committee. The results of negotiations are shared with the entire Committee for consideration

of a final recommendation for Contract Award. As provided by the Virginia Public Procurement Act and by the Procurement Resolution, if at any time the Committee determines that only one Architecture/Engineering firm is fully qualified or if only one is clearly more highly qualified or suitable than the others under consideration, the Committee may prepare a written memorandum to this effect and a contract may be negotiated and awarded to that firm without further discussion with others. Multiple awards may also be made if so, provided in the Request for Proposals.

Contract Award

Contract Award is in accordance with the Procurement Resolution Article 4, subsections 4-107 and 4-108.

References

Code of Virginia § 2.2-4300, et seq. Virginia Public Procurement Act
Arlington Public School Procurement Resolution as amended
School Board Policy F-1 Capital Improvement Plan

Policy Implementation Procedure Adoption and Revision History

Adopted February 2003
Renumbered (former PIP 50-1.5) effective July 1, 2018
Revised December 3, 2020, Effective December 3, 2020

Preparation of Environmental Assessments

Environmental assessments are prepared for projects undertaken by Arlington Public Schools in accordance with Arlington County Administration Regulations requiring an assessment of the environmental impacts of County-funded projects. The regulations include a checklist to identify the environmental and energy impacts of proposed projects and guidelines to assist County staff to carry out such assessments.

The Assistant Superintendent for Facilities and Operations, or designee, prepares an environmental assessment for each Capital Improvement Project to provide strategies to avoid or minimize the environmental and energy impact of the proposed project, as set forth in the Administrative Regulations.

Environmental assessments are made available to the public upon request. Each environmental assessment and all comments pertaining to it are kept for a minimum period of three (3) years.

References

Arlington County Administrative Regulations for Environmental Assessment Procedure for Arlington County Government and School Projects or its successor

Policy Implementation Procedure Adoption and Revision History

Adopted February 2003
Renumbered (former PIP 50-1.4) effective July 1, 2018
Revised December 3, 2020, Effective December 3, 2020

Minor Construction/Major Maintenance Projects

Minor Construction/Major Maintenance (MC/MM) Projects are funded through the annual operating budget and/or from reserves or one-time funds. MC/MM Projects support the School Board's goals for the Capital and Maintenance Program as set forth in School Board Policy F-5.7 Capital and Maintenance Program, implement Arlington Public Schools Design Standards as set forth in Policy Implementation Procedure F-5.7 PIP-1 Capital and Maintenance Program, and have a minimum useful life of five years. The Assistant Superintendent, Facilities and Operations, or designee, is responsible for MC/MM Projects and the annual MC/MM process which identifies, prioritizes and funds individual MC/MM Projects.

MC/MM Process

1. The Assistant Superintendent, Facilities and Operations or designee conducts the annual MC/MM Process. The Long-Term Maintenance Plan (The Plan) identifies potential MC/MM Projects. The Plan is updated annually based on facility inspections, facility assessments, and requests submitted by school principals and building managers.
2. After the Committee selects and prioritizes the MC/MM Projects, the Assistant Superintendent for Facilities and Operations or designee presents them to the Superintendent and Executive Leadership Team for inclusion in the Superintendent's Proposed Budget.
3. After MC/MM projects have been included in the School Board's Adopted Budget, the Assistant Superintendent, Facilities and Operations, or designee, may recommend that the Superintendent approve reprioritization of individual projects when needed.
4. The Assistant Superintendent, Facilities and Operations or designee may make changes to individual MC/MM Projects if needed, provided that funding is available within the approved MC/MM budget, that they do not change the intent or purpose of the project, and that other approved MC/MM Projects are not affected.
5. The Superintendent, or designee, approves funding if substantial changes to an MC/MM Project become necessary due to unforeseen conditions.

Emergency Projects

Emergency Projects comprise life-threatening situations, catastrophic failures of equipment, and other unforeseen situations requiring immediate remedy. The Superintendent or designee approves funding for Emergency Projects.

Communications

The school principal or building manager, in collaboration with Department of Facilities and Operations staff are responsible for communications regarding implementation of MC/MM Projects within the school community and among neighbors.

References

None

Policy Implementation Procedure Adoption and Revision History

Adopted February 2003

Renumbered (former PIP 50-1.6) effective July 1, 2018
Revised December 3, 2020, Effective December 3, 2020

This Policy Implementation Procedure governs the use and display of all signs on the exterior of Arlington Public Schools facilities and on Arlington Public Schools property regardless of the purpose.

Temporary signs are displayed for less than two months and are authorized by the school principal. Temporary signs maintain the dignity of the school, are in good taste and remain in satisfactory condition during the period of display.

Permanent signs include those indicating the name of a building, school or program, directing foot or vehicular traffic or indicating parking. Permanent signs indicating the name of the building, school or program are normally installed during the construction of the building. Changes to building signs are made if the name of the building, school or program changes, and may be made or supplemented when other changes are made on the property. The principal submits a written request to the Assistant Superintendent for Facilities and Operations, when changes to and replacement of existing school signs, and when the installation of additional school signs are warranted. The request includes a short narrative justifying the need for the proposed change. The size, type and form of the sign may vary and complies with the provisions of Arlington County Zoning Ordinance.

Traffic signs are furnished by the Director of Maintenance Services or Arlington County and conform with local and national traffic sign codes.

Internal directional signs are provided in each facility. The Director of Maintenance Services is responsible for a program to upgrade internal directional signs in each facility.

References

Policy Implementation Procedure Adoption and Revision History
Adopted February 2003
Renumbered (former PIP 50-1.8) effective July 1, 2018
Revised December 3, 2020, Effective December 3, 2020

Purpose

This Policy Implementation Procedure describes measures and procedures intended to preserve the safety of students, staff and other users of Arlington Public Schools facilities, and to minimize any disruption to the delivery of instruction and support services and school operations during construction and maintenance projects in occupied facilities.

General Safety

Egress in case of emergency is maintained throughout construction in occupied buildings. All changes or modifications to exit routes are reviewed and approved in advance by the Arlington County Fire Marshall. Mitigation plans in occupied buildings are actively coordinated among the Arlington Public Schools Project Manager, the Contractor or Construction Manager at Risk, the Construction Manager Advisor and facility administrators to provide sufficient advance time for operational adjustments, and to provide safe and clean learning and working environments. Occupancy of a building by students and staff during construction is only permitted in areas of the building where life safety and building systems are fully operational.

Mitigation Plan

Prior to commencement of construction, Department of Facilities and Operations staff develops a mitigation plan for potential hazards, and for disruption to facility operations. Scheduling and phasing of renovation and addition projects in occupied buildings is included in the Contract Documents. A review of potential contaminant-producing activities is conducted for each phase of a construction project. Construction activities are categorized according to their potential impact on air quality and/or disruption to normal facility operations. Schedules may be modified, subject to the approval of Department of Facilities and Operations and facility staff, to avoid disruption to instruction and operations. If construction activities cannot be coordinated with facility administrators, they are scheduled to occur after facility operating hours, on weekends or on holidays.

Safety Assessments

The Assistant Superintendent for Facilities and Operations or designee designates a Construction Manager Advisor, who is current with applicable federal, state, and local safety codes, to conduct regular safety assessments at all occupied construction sites. The Construction Manager Advisor brings safety concerns to the Department of Facilities and Operations Project Manager and the Contractor or Construction Manager at Risk immediately upon discovering them. The Project Manager submits findings to the facility administrator for posting to staff.

Indoor Air Quality

An indoor air quality consultant is assigned to occupied construction projects. The consultant monitors indoor air quality to ensure that air contaminants do not migrate from construction areas into occupied spaces during construction. The consultant submits findings to the Department of Facilities and Operations Project Manager and the Contractor or Construction Manager at Risk immediately.

Reasonable efforts are made to relocate staff and students with environmental hypersensitivity away from construction activities. All construction areas are cleaned, ventilation filters are

changed, mechanical and structural systems are inspected prior to occupancy by students and staff. Existing ductwork that has remained through the construction process is inspected and cleaned.

Hazardous Abatement

During hazardous abatement, affected areas and ductwork are separated from occupied areas with an air-tight barrier. Abatement is scheduled in occupied areas only during non-facility hours. Standard construction contract forms utilized by Arlington Public Schools require all contractors to conduct work in conformance with professional standards, current guidelines of the Environmental Protection Agency (EPA), American Health Engineering Research Association (AHERA), Federal Occupational Safety Health Administration (OSHA), and Housing and Urban Development (HUD) standards, as well as applicable state and local regulations. Air monitoring begins prior to abatement and continues throughout the abatement period. Before an abatement area is approved for occupancy by the contractor or any other personnel and barriers are removed, a final air clearance is obtained as required by statute.

Safety of Building Occupants

Contractor or Construction Manager at Risk personnel may access areas of a facility that are not under construction only when coordinated by the Contractor or Construction Manager at Risk with Arlington Public Schools staff. Since those performing construction activities at an occupied facility may come into contact with students on school property, the School Board requires, as a condition of awarding any contract for the provision of services, that all contractors provide certification that no persons under their control, including those providing contracted services to them, have been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child in accordance with Policy Implementation Procedure D-10.1 PIP-2 Procurement Procedures – Contractors Having Direct Contact with Students and Assisting Person for New Job. All construction is required to be conducted in conformance with the Arlington County Use Permit and applicable local, state, and federal safety standards, including the Virginia Uniform Statewide Building Code and Virginia Occupational Safety and Health Standards.

Communication with School Staff and Parents

The Arlington Public Schools Project Manager and the Contractor or Construction Manager at Risk coordinate scheduling of construction activities with facility administrators and keep them informed of the progress of the project. A school coordinator, either the principal or designee, is designated to communicate with the Arlington Public Schools Project Manager, the Contractor or Construction Manager, staff and parents. In occupied facilities under construction meetings with stakeholders are held during construction when requested by the facility administrator.

References

Policy Implementation Procedure D-10.1 PIP-2 Procurement Procedures – Contractors Having Direct Contact with Students and Assisting Person for New Job

Policy Implementation Procedure Adoption and Revision History

Adopted February 2003

Renumbered (former PIP 50-1.9) effective July 1, 2018
Revised December 3, 2020, Effective December 3, 2020

Purpose

This Policy Implementation Procedure provides the process for competitive selection of highly qualified Architecture/Engineering firms to provide services on Capital Improvement Projects. Architecture/Engineering services are defined as professional services under the Arlington Public Schools Procurement Resolution (Procurement Resolution).

Methods for Selecting Architecture/Engineering Firms

Article 4, Section 4-102 Competitive Negotiation and Article 4, Section 4-105 Small Purchases of the Procurement Resolution provide methods for selecting Architecture/Engineering firms: Task Order Contracts, under which multiple construction projects may be performed, and Single Project Contracts, under which a single larger construction project is performed.

Task Order Contracts

Arlington Public Schools maintains Task Order Contracts with Architecture/Engineering firms as an efficient means to address multiple smaller professional service needs. Task Order Contracts are awarded through the competitive Request for Proposal process described below. When utilizing a Task Order Contract for a specific task, Department of Facilities and Operations staff develop a detailed scope of work, request a fee proposal from an Architecture/Engineering firm which holds a current Task Order Contract, and negotiates a firm fixed price. Once a fair and reasonable price is agreed, a Task Order is awarded.

Single Project Contracts

If the Architecture/Engineering firm's price is expected to exceed the single project Task Order Contract limit identified in the Procurement Resolution, or if the Procurement Agent or designee determines it to be in the best interests of Arlington Public Schools, selection occurs through the competitive Request for Proposal process, as described in Article 4 subsection 4-102 (2) B of the Procurement Resolution.

Selection Process

The Selection Process comprises: development of the Request for Proposal; appointment of the Selection Advisory Committee; advertisement of the Request for Proposal; submission of proposals responding to the requirements of the Request for Proposal by interested Architecture/Engineering firms; review of proposals submitted; creation of a shortlist of firms to be interviewed; interviews of shortlisted firms; submission of a price proposal; negotiation of a Contract; and Contract Award.

Selection Advisory Committee

Proposals submitted for Task Order and Single Project Contracts are evaluated by a Selection Advisory Committee (the Committee). The Assistant Superintendent, Facilities and Operations or designee appoints the Committee for Task Order Contracts. The Superintendent or designee appoints the Committee for Single Project Contracts. Committee membership is limited to Arlington Public Schools staff to comply with confidentiality and non-disclosure requirements. For Task Order Contracts the Committee may comprise, and for Single Project Contracts the Committee shall comprise, staff members from the ~~Department of Teaching and Learning~~Office of Academics, affected departments/and/or schools as applicable, the ~~Department~~ Office of

~~Finance~~ Business and Management Services, and the Department of Facilities and Operations. The Procurement Agent, or designee, serves as a non-voting member of the Committee. In a memorandum to the Procurement Agent the Committee summarizes its evaluation of the proposals received, the interviews conducted, and, following the negotiation stage, its recommendation for Contract Award.

Requests for Proposals

Requests for Proposal for Task Order and Single Project Contracts are prepared in accordance with the Procurement Resolution. The Request for Proposal for a Task Order or Single Project Contract provides information on the purpose and background of the task order project, including at a minimum: the School Board's Project Requirements adopted in its Capital Improvement Plan for a specific Capital Improvement Project in accordance with Policy Implementation Procedure F-1 PIP-1 Capital Improvement Plan; the School Board's Program Goals for the Capital and Maintenance Program as set forth in School Board Policy F-5.7 Capital and Maintenance Program; the requirement to comply with Arlington Public Schools Design Standards as set forth in Policy Implementation Procedure F-5.7 PIP-1 Capital and Maintenance Program; and the scope of services sufficient to describe the nature of the work and the specific services required. The Request for Proposal also provides criteria for evaluation of the proposals received and the interviews to be conducted in compliance with the requirements of the Virginia Public Procurement Act and the Procurement Resolution. Evaluation criteria include ability to achieve the School Board's Program Goals as demonstrated by the firm's success at achieving such goals on previous projects.

Proposals

At a minimum the Request for Proposal requires Architecture/Engineering firms to submit all information required under the Procurement Resolution, including but not limited to: general firm qualifications; a staffing plan to demonstrate sufficient resources and capacity to provide the required services; details of at least three projects where comparable services were provided to demonstrate the experience needed to provide the required services and achieve the School Board's Program Goals; resumes of key personnel; additional information that may be pertinent to the specific project; and proof of required insurance coverage.

Interviews

Following evaluation of proposals received, shortlisted Architecture/Engineering firms are invited to interviews for further evaluation. The invitation specifies which members of the firm's team are required to attend and lists the topics to be addressed. The topics typically include: demonstrating an understanding of the Request for Proposal, the scope of services, and the School Board's Project Requirements; team composition and expertise; demonstration of the experience needed to provide the required services and achieve the School Board's Program Goals; and other topics raised by members of the Committee during evaluation of the proposals received.

Negotiations

Following evaluation of interviews, two or more Architecture/Engineering firms who are deemed most meritorious are invited to enter the negotiation stage. During negotiations Contract terms and price are discussed. Individual members of the Committee may conduct negotiations on behalf of

the Committee. The results of negotiations are shared with the entire Committee for consideration of a final recommendation for Contract Award. As provided by the Virginia Public Procurement Act and by the Procurement Resolution, if at any time the Committee determines that only one Architecture/Engineering firm is fully qualified or if only one is clearly more highly qualified or suitable than the others under consideration, the Committee may prepare a written memorandum to this effect and a contract may be negotiated and awarded to that firm without further discussion with others. Multiple awards may also be made if so, provided in the Request for Proposals.

Contract Award

Contract Award is in accordance with the Procurement Resolution Article 4, subsections 4-107 and 4-108~~ and Policy Implementation Procedure D-10.30 PIP-1 Purchasing – School Board Approval Required on Construction and Non-Construction Contracts~~.

References

Code of Virginia § 2.2-4300, et seq. Virginia Public Procurement Act
Arlington Public School Procurement Resolution as amended
School Board Policy F-1 Capital Improvement Plan
~~School Board Policy F-5.7 Capital and Maintenance Program~~
~~Policy Implementation Procedure F-1 PIP-1 Capital Improvement Plan~~
~~Policy Implementation Procedure F-5.7 PIP-1 Capital and Maintenance Program~~
~~Policy Implementation Procedure F-5.7 PIP-2 Building Level Planning Committees~~

Policy Implementation Procedure Adoption and Revision History

Adopted February 2003
Renumbered (former PIP 50-1.5) effective July 1, 2018
Revised December 3, 2020, Effective December 3, 2020

Preparation of Environmental Assessments

Environmental assessments are prepared for projects undertaken by Arlington Public Schools in accordance with Arlington County Administration Regulations requiring an assessment of the environmental impacts of County-funded projects. The regulations include a checklist to identify the environmental and energy impacts of proposed projects and guidelines to assist County staff to carry out such assessments.

The Assistant Superintendent for Facilities and Operations, or designee, prepares an environmental assessment for each Capital Improvement Project to provide strategies to avoid or minimize the environmental and energy impact of the proposed project, as set forth in the Administrative Regulations.

Environmental assessments are made available to the public upon request. Each environmental assessment and all comments pertaining to it are kept for a minimum period of three (3) years.

References

Arlington County Administrative Regulations for Environmental Assessment Procedure for Arlington County Government and School Projects or its successor
~~School Board Policy F-5.7 Capital and Maintenance Program~~

Policy Implementation Procedure Adoption and Revision History

Adopted February 2003
Renumbered (former PIP 50-1.4) effective July 1, 2018
Revised December 3, 2020, Effective December 3, 2020

Minor Construction/Major Maintenance Projects

Minor Construction/Major Maintenance (MC/MM) Projects are funded through the annual operating budget and/or from reserves or one-time funds. MC/MM Projects support the School Board's goals for the Capital and Maintenance Program as set forth in School Board Policy F-5.7 Capital and Maintenance Program, implement Arlington Public Schools Design Standards as set forth in Policy Implementation Procedure F-5.7 PIP-1 Capital and Maintenance Program, and have a minimum useful life of five years. The Assistant Superintendent, Facilities and Operations, or designee, is responsible for MC/MM Projects and the annual MC/MM process which identifies, prioritizes and funds individual MC/MM Projects.

MC/MM Process

The Assistant Superintendent, Facilities and Operations or designee ~~forms the MC/MM Committee to~~ conducts the annual MC/MM Process. ~~The Committee comprises community and school stakeholders, and Department of Facilities and Operations staff.~~

~~1. The Committee convenes in alignment with the annual budget cycle, to select potential MC/MM Projects and prioritize them according to funding provided for them in the budget for the following fiscal year.~~

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~~2.~~1. The Long-Term Maintenance Plan (The Plan) identifies potential MC/MM Projects. The Plan is updated annually based on facility inspections, facility assessments, and requests submitted by school principals and building managers.

~~3.~~2. After the Committee selects and prioritizes the MC/MM Projects, the Assistant Superintendent for Facilities and Operations or designee presents them to the Superintendent and Executive Leadership Team for inclusion in the Superintendent's Proposed Budget.

~~4.~~3. After MC/MM projects have been included in the School Board's Adopted Budget, the Assistant Superintendent, Facilities and Operations, or designee, may recommend that the Superintendent approve reprioritization of individual projects when needed.

~~5.~~4. The Assistant Superintendent, Facilities and Operations or designee may make changes to individual MC/MM Projects if needed, provided that funding is available within the approved MC/MM budget, that they do not change the intent or purpose of the project, and that other approved MC/MM Projects are not affected.

~~6.~~5. The Superintendent, or designee, approves funding if substantial changes to an MC/MM Project become necessary due to unforeseen conditions.

Emergency Projects

Emergency Projects comprise life-threatening situations, catastrophic failures of equipment, and other unforeseen situations requiring immediate remedy. The Superintendent or designee approves funding for Emergency Projects.

Communications

The school principal or building manager, in collaboration with Department of Facilities and Operations staff are responsible for communications regarding implementation of MC/MM Projects within the school community and among neighbors.

References

~~School Board Policy F-5.7 Capital and Maintenance Program~~
~~Policy Implementation Procedure F-5.7 PIP-1 Capital and Maintenance Program~~
~~Policy Implementation Procedure F-5.7 PIP-3 Selection of Architecture/Engineering Firms~~None

Policy Implementation Procedure Adoption and Revision History

Adopted February 2003
Renumbered (former PIP 50-1.6) effective July 1, 2018
Revised December 3, 2020, Effective December 3, 2020

This Policy Implementation Procedure governs the use and display of all signs on the exterior of Arlington Public Schools facilities and on Arlington Public Schools property regardless of the purpose. ~~Signs are either temporary or permanent.~~

Temporary signs are displayed for less than two months~~,~~ and are authorized by the school principal. Temporary signs maintain the dignity of the school, are in good taste and remain in satisfactory condition during the period of display.

Permanent signs include those indicating the name of a building, school or program, directing foot or vehicular traffic or indicating parking. Permanent signs indicating the name of the building, school or program are normally installed during the construction of the building. Changes to building signs are made if the name of the building, school or program changes, and may be made or supplemented when other changes are made on the property. The principal submits a written request to the Assistant Superintendent for Facilities and Operations, when changes to and replacement of existing school signs, and when the installation of additional school signs are warranted. The request includes a short narrative justifying the need for the proposed change. The size, type and form of the sign may vary and complies with the provisions of Arlington County Zoning Ordinance.

Traffic signs are furnished by the Director of Maintenance Services or Arlington County and conform with local and national traffic sign codes.

Internal directional signs are provided in each facility. The Director of Maintenance Services is responsible for a program to upgrade internal directional signs in each facility.

References
~~School Board Policy F-5.7 Capital and Maintenance Program~~

Policy Implementation Procedure Adoption and Revision History
Adopted February 2003
Renumbered (former PIP 50-1.8) effective July 1, 2018
Revised December 3, 2020, Effective December 3, 2020

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Purpose
This Policy Implementation Procedure describes measures and procedures intended to preserve the safety of students, staff and other users of Arlington Public Schools facilities, and to minimize any disruption to the delivery of instruction and support services and school operations during construction and maintenance projects in occupied facilities.

General Safety
Egress in case of emergency is maintained throughout construction in occupied buildings. All changes or modifications to exit routes are reviewed and approved in advance by the Arlington County Fire Marshall. Mitigation plans in occupied buildings are actively coordinated among the Arlington Public Schools Project Manager, the Contractor or Construction Manager at Risk, the Construction Manager Advisor and facility administrators to provide sufficient advance time for operational adjustments, and to provide safe and clean learning and working environments. Occupancy of a building by students and staff during construction is only permitted in areas of the building where life safety and building systems are fully operational.

Mitigation Plan
Prior to commencement of construction, Department of Facilities and Operations staff develops a mitigation plan for potential hazards, and for disruption to facility operations. Scheduling and phasing of renovation and addition projects in occupied buildings is included in the Contract Documents. A review of potential contaminant-producing activities is conducted for each phase of a construction project. Construction activities are categorized according to their potential impact on air quality and/or disruption to normal facility operations. Schedules may be modified, subject to the approval of Department of Facilities and Operations and facility staff, to avoid disruption to instruction and operations. If construction activities cannot be coordinated with facility administrators, they are scheduled to occur after facility operating hours, on weekends or on holidays.

Safety Assessments
The Assistant Superintendent for Facilities and Operations or designee designates a Construction Manager Advisor, who is current with applicable federal, state, and local safety codes, to conduct regular safety assessments at all occupied construction sites. The Construction Manager Advisor brings safety concerns to the Department of Facilities and Operations Project Manager and the Contractor or Construction Manager at Risk immediately upon discovering them. The Project Manager submits findings to the facility administrator for posting to staff.

Indoor Air Quality
An indoor air quality consultant is assigned to occupied construction projects. The consultant monitors indoor air quality to ensure that air contaminants do not migrate from construction areas into occupied spaces during construction. The consultant submits findings to the Department of Facilities and Operations Project Manager and the Contractor or Construction Manager at Risk immediately.

Reasonable efforts are made to relocate staff and students with environmental hypersensitivity away from construction activities. All construction areas are cleaned, ventilation filters are

changed, mechanical and structural systems are inspected prior to occupancy by students and staff. Existing ductwork that has remained through the construction process is inspected and cleaned.

Hazardous Abatement

During hazardous abatement, affected areas and ductwork are separated from occupied areas with an air-tight barrier. Abatement is scheduled in occupied areas only during non-facility hours. Standard construction contract forms utilized by Arlington Public Schools require all contractors to conduct work in conformance with professional standards, current guidelines of the Environmental Protection Agency (EPA), American Health Engineering Research Association (AHERA), Federal Occupational Safety Health Administration (OSHA), and Housing and Urban Development (HUD) standards, as well as applicable state and local regulations. Air monitoring begins prior to abatement and continues throughout the abatement period. Before an abatement area is approved for occupancy by the contractor or any other personnel and barriers are removed, a final air clearance is obtained as required by statute.

Safety of Building Occupants

Contractor or Construction Manager at Risk personnel may access areas of a facility that are not under construction only when coordinated by the Contractor or Construction Manager at Risk with Arlington Public Schools staff. Since those performing construction activities at an occupied facility may come into contact with students on school property, the School Board requires, as a condition of awarding any contract for the provision of services, that all contractors provide certification that no persons under their control, including those providing contracted services to them, have been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child in accordance with Policy Implementation Procedure D-10.1 PIP-2 Procurement Procedures – Contractors Having Direct Contact with Students and Assisting Person for New Job. All construction is required to be conducted in conformance with the Arlington County Use Permit and applicable local, state, and federal safety standards, including the Virginia Uniform Statewide Building Code and Virginia Occupational Safety and Health Standards.

Communication with School Staff and Parents

The Arlington Public Schools Project Manager and the Contractor or Construction Manager at Risk coordinate scheduling of construction activities with facility administrators and keep them informed of the progress of the project. A school coordinator, either the principal or designee, is designated to communicate with the Arlington Public Schools Project Manager, the Contractor or Construction Manager, staff and parents. In occupied facilities under construction meetings with stakeholders are held during construction when requested by the facility administrator.

References

~~School Board Policy F-5.7 Capital and Maintenance Program~~
~~Policy Implementation Procedure F-5.7 PIP-1 Capital and Maintenance Program~~Policy Implementation Procedure D-10.1 PIP-2 Procurement Procedures – Contractors Having Direct Contact with Students and Assisting Person for New Job

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Policy Implementation Procedure Adoption and Revision History
Adopted February 2003
Renumbered (former PIP 50-1.9) effective July 1, 2018
Revised December 3, 2020, Effective December 3, 2020