APS Policy Review Team
2110 Washington Blvd
Arlington, VA 22204

TO: Arlington School Board
FROM: Policy Review Team
THROUGH: Dr. Francisco Durán, Superintendent
DATE: July 17, 2026
RE: Proposed Revisions to Policy F-5.7 Capital and Maintenance Program

This policy is being revised as part of its regular 5-year review and is scheduled for Board Information on July 30.

Staff are proposing the following changes to F-5.7 Capital and Maintenance Program.

- Remove reference to the FAC.
- Change the goal of inclusion to inclusion and accessibility.
- Add more detail to the goal of sustainability.
- Add a goal of continuity.
- Change review of Educational Specifications from every 5 years to as determined by Academics and Facilities & Operations.
- Remove language that's duplicative of the Procurement Resolution.
- Require quarterly reports on both physical and fiscal progress.
- Add the Board Approval section from PIP-1 with minor changes.
- Change the HALRB to the County Board regarding historic preservation, consistent with the change to the Zoning Ordinance.
- Minor technical changes.

This policy has been reviewed by the Policy Review Team and Policy Subcommittee and has been posted for public comment.

Program

The Arlington School Board provides a comprehensive program for the planning and design of Capital Improvement Projects and systematic maintenance of its facilities to ensure that funds approved for construction, operations and maintenance are used cost effectively and efficiently. The School Board approves Capital Improvement Projects and funding for them in the Capital Improvement Plan. It also approves funding for Major Infrastructure projects in the Capital Improvement Plan and funding for maintenance of its facilities, including Minor Construction/Major Maintenance projects, in the Annual Operating Budget. The Superintendent or designee oversees and implements the Capital Improvement Project and Maintenance Program in accordance with this Policy and the Policy Implementation Procedures associated with it.

Program Goals

The School Board sets the following goals for the Capital Improvement Project and Maintenance Program:

1. Student Success and Well-Being: teaching and learning environments promote student success and well-being by providing appropriate thermal comfort, air quality, acoustics, and artificial lighting, by introducing daylight and views, especially to spaces in which students will spend long periods of time, and by encouraging physical activity;
2. Cost Effectiveness and Efficiency: schools are designed, constructed, operated and maintained in a cost-conscious manner that ensures funds approved by the School Board are expended to the greatest benefit of the school division;
3. Adaptability: schools and grounds meet current needs and are adaptable to future changes in teaching, learning, enrollment, and technology;
4. Agility: teaching and learning spaces are agile to accommodate frequent changes in teaching and learning styles during the school day;
5. Operational Equity: new schools are located, and existing facilities are adapted and renovated in areas and ways that contribute to balanced, inclusive, and diverse school enrollments;
6. Inclusion and Accessibility: schools and grounds adhere to the principles of Universal Design and meet the requirements of the Americans with Disabilities Act so that they may be accessed, understood and used to the greatest extent possible by all people regardless of age, size, ability or disability;
7. Sustainability: schools and grounds are constructed, operated and maintained to minimize environmental impact and enhance long-term resilience; wherever possible water and energy are conserved, use of renewable energy is increased, greenhouse-gas emissions and natural gas consumption are reduced, embodied carbon is limited in new construction, stormwater is retained on-site, tree canopy is increased, and zero-emission transportation is achieved by 2050; Arlington Public Schools is committed to improved facility energy efficiency, 100 percent renewable electricity, and integrating sustainability into operations, capital planning, and student learning;
8. Operational Excellence: capital costs are balanced with operating and maintenance costs to limit the impact on future operating budgets; preventive maintenance is planned and budgeted to avoid the increased costs and adverse effects of deferred maintenance on teaching and learning environments; and
9. Community Use: schools and grounds are used by Arlington residents in ways that do not conflict with their primary purpose for teaching and learning.

10. Continuity: Minimize disruption to planned and ongoing capital improvement projects.

Stakeholder Engagement

The School Board engages stakeholders in the Capital Improvement and Maintenance Program by appointing members to advisory councils in accordance with School Board Policy B-3.6.30 School Board Advisory Councils.

After a Capital Improvement Project has been approved by the School Board in the Capital Improvement Plan, the School Board engages stakeholders in developing the project by appointing members to and providing a charge for a Building Level Planning Committee. Members of the Building Level Planning Committee review and comment on the design of the Capital Improvement Project as it develops through the Concept and Schematic Design Phases. They communicate with and obtain feedback from the stakeholder groups they represent, and provide feedback and recommendations to the School Board, staff and the Architecture/Engineering firm.

The County Board engages stakeholders in developing public facilities by appointing members to the Public Facilities Review Committee and charging them with reviewing and providing recommendations to it on such facilities. The School Board appoints one or more members to the Public Facilities Review Committee for specific Arlington Public Schools Capital Improvement Projects. The Public Facilities Review Committee collaborates with the Building Level Planning Committee on Arlington Public Schools Capital Improvement Projects.

The School Board may participate with the County Board in joint work sessions at the beginning of the Concept Design phase and prior to completion of the Schematic Design phase of a Capital Improvement Project, so that both boards may discuss concerns, express preferences regarding approaches to the project, and refine stakeholder group engagement.

Guiding Documents

The following documents guide implementation of the Capital and Maintenance Program in accordance with the School Board's Program Goals:

1. The School Board's Project Requirements as provided for each Capital Improvement Project included in the School Board's adopted Capital Improvement Plan;
2. Arlington Public Schools Standard Educational Specifications, which are reviewed, updated by staff and approved by the School Board as needed as determined by the Office of Academics in coordination with the Department of Facilities and Operations; and
3. Arlington Public Schools Design Standards, which are applied to all capital and maintenance projects, and are regularly updated and reviewed by the School Board every five years or more frequently if needed.

School Board Review and Approval

Capital Improvement Projects are defined in the Procurement Resolution and approved by the School Board in accordance with the Procurement Resolution.

The School Board:

1. Must approve changes to the School Board's Project Requirements for a Capital Improvement Project provided in the adopted Capital Improvement Plan, including

changes to the instructional program, the Educational Specifications, and estimated total construction and project costs;

2. Receives periodic written reports on the fiscal progress of all projects funded in the Capital Improvement Plan at least once per quarter;
3. Receives periodic written reports on the physical progress of all projects funded in the Capital Improvement Plan and all MCMM projects at least once per quarter;
4. Receives a close-out evaluation report on Capital Improvement Projects, providing feedback from the project's users and information on the project's financial and schedule performance;
5. Is informed whenever the cost of any project is expected to exceed the approved Funding Available in accordance with the Procurement Resolution;
6. Is informed of any significant changes to a Capital Improvement Project under construction that could cause the approved Project Budget to be changed, in accordance with the Procurement Resolution; and
7. May consider and approve changes to the Project Requirements and to the estimated total construction and project costs for a Capital Improvement Project during or at the end of each design phase.

The School Board's Project Requirements and the estimated total construction and project costs for a Capital Improvement Project are established when the project is included in the School Board's adopted Capital Improvement Plan. The School Board's Project Requirements, the Arlington Public Schools Educational Specifications, and the Arlington Public Schools Design Standards are the Guiding Documents for each phase of development of a Capital Improvement Project from adoption in the Capital Improvement Plan through approval of the Final Design and Contract Documents by the School Board.

Compliance with Arlington County Zoning Ordinance, Regulations and Assessments

Arlington Public Schools Capital Improvement Projects comply with the Arlington County Zoning Ordinance ("Zoning Ordinance"). Under the Zoning Ordinance, certain construction and renovation projects require approval of a Use Permit by the County Board. School Board approval of the Schematic Design for a Capital Improvement Project precedes County Board approval of the Use Permit for the project. The Final Design/Contract Documents for a Capital Improvement Project comply with the Use Permit approved by the County Board. The School Board approves the Final Design/Contract Documents for a Capital Improvement Project. Arlington Public Schools complies with other Arlington County regulations for planning and design of Capital Improvement Projects, including performing environmental assessments when required.

Selection of Architecture and Engineering Firms

The School Board awards contracts to fully qualified Architecture and Engineering firms to provide professional services on Capital Improvement Projects and certain Minor Construction/Major Maintenance Projects in accordance with the Code of Virginia and the Procurement Resolution.

Maintenance Program

The School Board funds systematic maintenance of schools and facilities in three ways:

1. Routine preventive maintenance and repairs are funded through the annual operating budget.

2. Minor Construction/Major Maintenance (MC/MM) projects, comprising replacement of major building components, are funded through the annual operating budget and/or from reserves or one-time funds.
3. Major Infrastructure Projects, comprising replacement of complete facility systems and components, are funded in the Capital Improvement Plan adopted by the School Board in accordance with the Procurement Resolution.

Signs on School Property

The School Board does not permit signs advertising business or business products on Arlington Public Schools property. Building identification, informational and directional signs are provided during school construction, as may be required by School Board action, and as required to comply with Arlington County zoning and other requirements.

Health and Safety During Construction

Arlington Public Schools maintains healthy, safe and functional environments for students, staff, and visitors, who are authorized to remain in facilities under construction.

Historic Preservation

The School Board recognizes the importance of preserving and protecting places of historic value to promote the educational, cultural and economic welfare of the community. The Superintendent or designee assists the Arlington County Board to identify school properties of historic significance and assure appropriate preservation consistent with the overall goals of Arlington Public Schools, as provided in the Arlington County Zoning Ordinance.

Reporting

The Chief Academic Officer and the Assistant Superintendent Facilities and Operations or designees review and update Arlington Public Schools Standard Educational Specifications for approval by the School Board every five years or more frequently, if needed. The Assistant Superintendent, Facilities and Operations, or designee develops and regularly updates the Arlington Public Schools Design Standards, with input from staff in the Office of Academics, Department of Information Services, and Office of Business and Management Services, and submits them to the School Board every five years or more frequently if needed.

References

Principles of Universal Design
Americans with Disabilities Act of 1990/ADA (42 U.S.C. § 12101)
2010 ADA Standards for Accessible Design, Washington, D.C.: Department of Justice 2010
National Historic Preservation Act (16 USC 470 §101 (a) (6))
Code of Virginia §10.2-2200 et seq., Board of Historic Resources; §15.2-2306 Preservation of historical sites and architectural areas
Arlington County Zoning Ordinance, Section 31A, Historical Affairs and Landmark Review Board
Arlington County Zoning Ordinance, Section 26
Arlington County Administrative Regulation 4.4, Environmental Assessment Procedure for Arlington County Government and School Projects

Arlington Community Energy Plan
School Board Policy F-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 F-5.7 PIP-3 Selection of Architecture/Engineering Firms
Policy Implementation Procedure F-5.7 PIP-4 Environmental Assessments
Policy Implementation Procedure F-5.7 PIP-5 Minor Construction/Major Maintenance
Policy Implementation Procedure F-5.7 PIP-6 Signs on School Property
Policy Implementation Procedure F-5.7 PIP-7 Safety During Construction

Policy Adoption and Revision History
Adopted October 4, 2007
Renumbered (Former Policy 50-1) effective July 1, 2018
Amended May 30, 2019, Effective May 30, 2019
Revised December 3, 2020, Effective December 3, 2020

Program

The Arlington School Board provides a comprehensive program for the planning and design of Capital Improvement Projects and systematic maintenance of its facilities to ensure that funds approved for construction, operations and maintenance are used cost effectively and efficiently. The School Board approves Capital Improvement Projects and funding for them in the Capital Improvement Plan. It also approves funding for Major Infrastructure projects in the Capital Improvement Plan and funding for maintenance of its facilities, including Minor Construction/Major Maintenance projects, in the Annual Operating Budget. The Superintendent or designee oversees and implements the Capital Improvement Project and Maintenance Program in accordance with this Policy and the Policy Implementation Procedures associated with it.

Program Goals

The School Board sets the following goals for the Capital Improvement Project and Maintenance Program:

1. Student Success and Well-Being: teaching and learning environments promote student success and well-being by providing appropriate thermal comfort, air quality, acoustics, and artificial lighting, by introducing daylight and views, especially to spaces in which students will spend long periods of time, and by encouraging physical activity;
2. Cost Effectiveness and Efficiency: schools are designed, constructed, operated and maintained in a cost-conscious manner that ensures funds approved by the School Board are expended to the greatest benefit of the school division;
3. Adaptability: schools and grounds meet current needs and are adaptable to future changes in teaching, learning, enrollment, and technology;
4. Agility: teaching and learning spaces are agile to accommodate frequent changes in teaching and learning styles during the school day;
5. Operational Equity: new schools are located, and existing facilities are adapted and renovated in areas and ways that contribute to balanced, inclusive, and diverse school enrollments;
6. Inclusion and Accessibility: schools and grounds adhere to the principles of Universal Design and meet the requirements of the Americans with Disabilities Act so that they may be accessed, understood and used to the greatest extent possible by all people regardless of age, size, ability or disability;
7. Sustainability: schools and grounds are constructed, operated and maintained to minimize environmental impact and enhance long-term resilience~~enhance the environment and limit adverse impact on it~~; wherever possible water and energy are conserved, use of renewable energy is increased, ~~carbon emissions~~greenhouse-gas emissions and natural gas consumption are reduced, embodied carbon is limited in new construction, stormwater is retained on-site, ~~and~~ tree canopy is increased, and zero-emission transportation is achieved by 2050; Arlington Public Schools is committed to improved facility energy efficiency, 100 percent renewable electricity, and integrating sustainability into operations, capital planning, and student learning;
8. Operational Excellence: capital costs are balanced with operating and maintenance costs to limit the impact on future operating budgets; preventive maintenance is planned and budgeted to avoid the increased costs and adverse effects of deferred maintenance on teaching and learning environments; and

9. Community Use: schools and grounds are used by Arlington ~~citizens~~ residents in ways that do not conflict with their primarye purpose for teaching and learning.
~~9. Continuity: Minimize disruption to planned and ongoing capital improvement projects.~~
10.

Formatted: Body Text 2, Justified, Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Body Text 2, Justified, Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Tab stops: Not at -1"

Stakeholder Engagement

The School Board engages stakeholders in the Capital Improvement and Maintenance Program by appointing members to ~~the Advisory Council for School Facilities and Capital Programs (Facilities Advisory Council/FAC). The Facilities Advisory Council is charged with reviewing and providing recommendations to the School Board on the programa~~dvisory councils in accordance with School Board Policy B-3.6.30 School Board Advisory Councils.

After a Capital Improvement Project has been approved by the School Board in the Capital Improvement Plan, the School Board engages stakeholders in developing the project by appointing members to and providing a charge for a Building Level Planning Committee. Members of the Building Level Planning Committee review and comment on the design of the Capital Improvement Project as it develops through the Concept and Schematic Design Phases. They communicate with and obtain feedback from the stakeholder groups they represent, and provide feedback and recommendations to the School Board, staff and the Architecture/Engineering firm.

The County Board engages stakeholders in developing public facilities by appointing members to the Public Facilities Review Committee~~,~~ and charging them with reviewing and providing recommendations to it on such facilities. The School Board appoints one or more members to the Public Facilities Review Committee for specific Arlington Public Schools Capital Improvement Projects. The Public Facilities Review Committee collaborates with the Building Level Planning Committee on Arlington Public Schools Capital Improvement Projects.

The School Board may participate with the County Board in joint work sessions at the beginning of the Concept Design phase and prior to completion of the Schematic Design phase of a Capital Improvement Project, so that both boards may discuss concerns, express preferences regarding approaches to the project, and refine stakeholder group engagement.

Guiding Documents

The following documents guide implementation of the Capital and Maintenance Program in accordance with the School Board's Program Goals:

1. The School Board's Project Requirements as provided for each Capital Improvement Project included in the School Board's adopted Capital Improvement Plan;
2. Arlington Public Schools Standard Educational Specifications, which are reviewed, updated by staff and approved by the School Board ~~every five years or more frequently if~~as needed as determined by the Office of Academics in coordination with the Department of Facilities and Operations; and
3. Arlington Public Schools Design Standards, which are applied to all capital and maintenance projects, and are regularly updated and reviewed by the School Board every five years or more frequently if needed.

School Board Review and Approval

~~A~~ Capital Improvement Project~~s~~ are~~is~~ defined in the Procurement Resolution ~~as work on real property or its improvements other than normal maintenance in excess of $15,000.00~~and approved by the School Board~~.~~ ~~I~~in accordance with the Procurement Resolution~~, the School Board reviews and approves the following documents for Capital Improvement Projects included in its adopted Capital Improvement Plan and in excess of $500,000:~~

~~1. Contracts for Architecture/Engineering services;~~
~~2. Contracts for Construction Manager Advisor services;~~
~~3. Construction Manager at Risk contracting, if applicable;~~
~~4. Contracts for Construction Manager at Risk services;~~
~~5. Contracts for construction;~~
~~6. Concept Design, Schematic Design, and Final Design/Contract Documents, including any proposed changes to the School Board's Project Requirements provided for the project in the adopted CIP;~~
~~7. The Project Budget at award of the contract for construction; and~~
~~8. Change orders to construction contracts~~.

The School Board:

1. Must approve changes to the School Board's Project Requirements for a Capital Improvement Project provided in the adopted Capital Improvement Plan, including changes to the instructional program, the Educational Specifications, and estimated total construction and project costs;
2. Receives periodic written reports on the ~~physical and~~ fiscal progress of all projects funded in the Capital Improvement Plan at least once per quarter;
~~2.~~3. Receives periodic written reports on the physical progress of all projects funded in the Capital Improvement Plan and all MCMM projects at least once per quarter;
~~3.~~4. Receives a close-out evaluation report on ~~most~~ Capital Improvement Projects, providing feedback from the project's users and information on the project's financial and schedule performance;
~~4.~~5. Is informed whenever the cost of any project is expected to exceed the approved Funding Available in accordance with the Procurement Resolution; ~~and~~
6. Is informed of any significant changes to a Capital Improvement Project under construction that could cause the approved Project Budget to be changed, in accordance with the Procurement Resolution~~.~~; and
~~5.~~7. May consider and approve changes to the Project Requirements and to the estimated total construction and project costs for a Capital Improvement Project during or at the end of each design phase.

The School Board's Project Requirements and the estimated total construction and project costs for a Capital Improvement Project are established when the project is included in the School Board's adopted Capital Improvement Plan. The School Board's Project Requirements, the Arlington Public Schools Educational Specifications, and the Arlington Public Schools Design Standards are the Guiding Documents for each phase of development of a Capital Improvement Project from adoption in the Capital Improvement Plan through approval of the Final Design and Contract Documents by the School Board.

Formatted: No bullets or numbering, Tab stops: 0.69", Left + 0.88", Left + Not at 0"

Commented [SM1]: Covered in the Procurement Resolution.

Commented [SM2]: Moved from PIP-1.

Compliance with Arlington County Zoning Ordinance, Regulations and Assessments
Arlington Public Schools Capital Improvement Projects comply with the Arlington County Zoning Ordinance ("Zoning Ordinance"). Under the Zoning Ordinance, certain construction and renovation projects require approval of a Use Permit by the County Board. School Board approval of the Schematic Design for a Capital Improvement Project precedes County Board approval of the Use Permit for the project. The Final Design/Contract Documents for a Capital Improvement Project comply with the Use Permit approved by the County Board. The School Board approves the Final Design/Contract Documents for a Capital Improvement Project. Arlington Public Schools complies with other Arlington County regulations for planning and design of Capital Improvement Projects, including performing environmental assessments when required.

Selection of Architecture and Engineering Firms
The School Board awards contracts to fully qualified Architecture and Engineering firms to provide professional services on Capital Improvement Projects and certain Minor Construction/Major Maintenance Projects in accordance with the Code of Virginia and the Procurement Resolution.

Maintenance Program
The School Board funds systematic maintenance of schools and facilities in three ways:
1. Routine preventive maintenance and repairs are funded through the annual operating budget.
2. Minor Construction/Major Maintenance (MC/MM) projects, comprising replacement of major building components, are funded through the annual operating budget and/or from reserves or one-time funds.
3. Major Infrastructure Projects, comprising replacement of complete facility systems and components, are funded in the Capital Improvement Plan adopted by the School Board in accordance with the Procurement Resolution.

Signs on School Property
The School Board does not permit signs advertising business or business products on Arlington Public Schools property. Building identification, informational and directional signs are provided during school construction, as may be required by School Board action, and as required to comply with Arlington County zoning and other requirements.

Health and Safety During Construction
Arlington Public Schools maintains healthy, safe and functional environments for students, staff, and visitors, who are authorized to remain in facilities under construction.

Historic Preservation
The School Board recognizes the importance of preserving and protecting places of historic value to promote the educational, cultural and economic welfare of the community. The Superintendent or designee assists the Arlington County ~~Historical Affairs and Landmark Review Board (HALRB)~~ to identify school properties of historic significance and assure appropriate preservation consistent with the overall goals of Arlington Public Schools, as provided in the ~~School Board/County Board *Memorandum of Understanding: National and Local Historic Designations*~~Arlington County Zoning Ordinance.

Commented [SM3]: The most recent zoning ordinance shifted this responsibility to the County Board with regard to any property owned or ground-leased by APS.

Reporting

The ~~Assistant Superintendent Teaching and Learning~~Chief Academic Officer and the Assistant Superintendent Facilities and Operations or designees review and update Arlington Public Schools Standard Educational Specifications for approval by the School Board every five years or more frequently, if needed. The Assistant Superintendent, Facilities and Operations, or designee develops and regularly updates the Arlington Public Schools Design Standards, with input from staff in the ~~Departments of Teaching and Learning~~Office of Academics, Department of Information Services, and ~~Finance~~ Office of Business and Management Services, and submits them to the School Board every five years or more frequently if needed.

References

Principles of Universal Design ~~https://projects.ncsu.edu/ncsu/design/cud/about_ud/udprinciplestext.htm~~
Americans with Disabilities Act of 1990/ADA (42 U.S.C. § 12101)
2010 ADA Standards for Accessible Design, Washington, D.C.: Department of Justice 2010 ~~https://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm~~
National Historic Preservation Act (16 USC 470 §101 (a) (6))
Code of Virginia §10.2-2200 et seq., Board of Historic Resources; §15.2-2306 Preservation of historical sites and architectural areas
Arlington County Zoning Ordinance, Section 31A, Historical Affairs and Landmark Review Board
Arlington County Zoning Ordinance, Section 26
Arlington County Administrative Regulation 4.4, Environmental Assessment Procedure for Arlington County Government and School Projects
Arlington Community Energy Plan ~~https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/13/2019/10/Final-CEP-CLEAN-003.pdf~~
School Board Policy F-1 Capital Improvement Plan
~~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 F-5.7 PIP-~~5~~3 Selection of Architecture/Engineering Firms
Policy Implementation Procedure F-5.7 PIP-4 Environmental Assessments
Policy Implementation Procedure F-5.7 PIP-~~5~~6 Minor Construction/Major Maintenance
Policy Implementation Procedure F-5.7 PIP-~~6~~8 Signs on School Property
Policy Implementation Procedure F-5.7 PIP-~~7~~9 Safety During Construction

Policy Adoption and Revision History

Adopted October 4, 2007
Renumbered (Former Policy 50-1) effective July 1, 2018
Amended May 30, 2019, Effective May 30, 2019
Revised December 3, 2020, Effective December 3, 2020

Formatted: No underline, Font color: Auto

Formatted: No underline, Font color: Auto

Formatted: No underline, Font color: Auto