I. Purpose

To establish guidelines for the development of educational specifications for the design of new school buildings and renovations to existing school buildings for Baltimore County Public Schools (BCPS).

II. Process

A. The Department of Facilities Management will oversee all capital improvement projects.

B. The Executive Director of Facilities Management shall form a committee to oversee the development of the educational specifications for a new school building, major addition or renovation to an existing school building.

III. Guidelines

The following criteria or standards apply to the design process once funds are appropriated:

A. Schematic Documents
Based upon contents of the educational specifications supplied to an architect/engineer for a school project, the architect/engineer shall prepare schematic documents of the school project for review and approval by appropriate members of the Superintendent’s staff, Board of Education of Baltimore County (Board), Department of Facilities Management and the State of Maryland Interagency Committee on School Construction (IAC).

B. Design Development Documents
Following approval of schematic documents for a school project, the architect/engineer for said project shall prepare design development documents and outline specifications for review and approval by appropriate members of the Superintendent’s staff and the IAC. Appropriate county and state agencies shall also be involved in the review process.

C. Construction Documents
Following approval of design development documents for a school project,
the architect/engineer for said project shall prepare construction documents for review and approval by appropriate members of the Superintendent’s staff and the IAC. Appropriate county and state agencies shall also be involved in the review process, as required, to obtain local and state permits.

D. "As Built" Drawings
Following completion of the construction of a school project, the architect/engineer shall be responsible for furnishing, to the Department of Facilities Management, a revision of the construction drawings reflecting all changes made during the construction project.

Related Policies: Board of Education Policy 3250, Selection of Design and Construction Consultants
Board of Education Policy 7110, Determining Needs
Board of Education Policy 7240, School Site Selection and Acquisition
Board of education policy 7310, Determination of School Design and Construction Costs

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