

Administration of Individual Projects Planning

Checklist for the Development of Individual Projects

1. Determine educational philosophy
2. Determine educational program
3. Identify facility needs
4. Assign priority to each need by school and by total school district
5. List priority needs
6. Visit school and determine extent of work listed
7. Meet with architect principal, and others at school
8. Select site (if necessary)
9. Program:
 - a. Site
 - b. Budget
 - c. Spaces
 - d. Equipment
10. Have staff revise educational specifications
11. Review revised educational specifications with superintendent and consultants
12. Make progress report to area supervisors
13. Examine preliminary drawings
14. Let principal and consultants review preliminary drawings
15. Revise preliminary drawings
16. Have preliminary drawings reviewed by:

- a. Administration and appropriate staff
 - b. School directors
 - c. State Department of Education
 - d. Bureau of Public Improvements
 - e. Bureau of Health and Department of insurance
17. Revise educational specifications to emerging plans
18. Make progress reports to area supervisors
19. Have working drawing developed
20. Review working drawings
21. Revise working drawings
22. Have working drawings reviewed by:
- a. Administration and appropriate staff
 - b. School directors
 - c. State Department of Education
 - d. Bureau of Public Improvements
 - e. Bureau of Health and Department of Insurance
23. Obtain approval by school board (formal)
24. Have detailed drawings developed
25. Review and revise detailed drawings
26. Obtain formal approval as required by law
27. Prepare contract
28. Put contract out for bids

29. Receive bids
30. Award bids
31. Start work or break ground
32. Work:
 - a. 1/4 complete
 - b. 1/2 complete
 - c. 3/4 complete
 - d. complete
33. Make preliminary inspection
34. Occupy project
35. Hold dedication
36. Make final inspection
37. Accept construction (formal action by school board)

Rules Approved: 12/75

Reviewed: 9/1/88