

BUILDING CONDITION SURVEY- SED GUIDELINES

As you know, back in 2000 the State Education Department (SED) mandated that all School Districts in New York State conduct a District Wide Building Conditioning Survey (BCS). The State also mandated that this survey be undertaken by a licensed Architect and/ or Professional Engineer. This survey is to cover all District Owned Buildings, which are occupied full time by students, staff and/or administrators. Therefore, BCS surveys are not required to be completed on buildings such as Press Boxes, Concession Stands, Pump Buildings, Shipping Containers, etc. Surveys are required, however, to be completed on free-standing portable classrooms.

The intent of the Plan is to be an aid in preserving capital assets of the Districts and BOCES. The Plan can also be a useful resource for the District's residents. The State Education Department will review the Plan's priorities and may question the appropriateness of placing nonessential projects ahead of identified health and safety needs. It is not the intent of the State Education Department to require Districts to complete work previously proposed or limit work only to those projects included in the Plan. The Plan should be updated at least annually to reflect work completed over the previous year as well as re-prioritizing future work as needed based on changing conditions and infrastructure needs.

Five- Year Capital Facilities Plans shall be consistent with Regional Five-Year Special Education Space Requirements Plan required by Commissioner's regulation 200.2(g).

While it is anticipated that the majority of the work identified in the Five-Year Capital Facilities Plan will have been previously identified in the Building Condition Survey, there are other resources that should be considered when developing or updating the Plan.

- Fire Safety Inspection Report
- AHERA Plan
- ADA Self-evaluation (ADA compliance was required to be completed by 1995, per Federal Guidelines)
- Annual Building Visual Inspection Reports
- School Facilities Report Cards
- Building Environment evaluation of each building that may be prepared by Director of Facilities, the Principal or the Health and Safety Committee based on the general appearance, cleanliness, acoustics, lighting quality, thermal comfort, air quality, and space adequacy, etc

The goal of the Five-Year Plan is to collect, coordinate, analyze, and prioritize facility infrastructure and building program needs on a district-wide basis. The information collected in the building condition survey allows the owner to prioritize projects on a case by case basis. The information collected in the building condition survey allows the owner to prioritize the existing individual building needs, with a focus on resolving health and safety issues.

The Plan must organize and prioritize the existing building needs as well as new facility needs on a district-wide basis. As work is accomplished each year or new situation emerge, the remaining task are

to be re-prioritized as necessary to concentrate on the critical needs. Maintenance and repair items should be included and addressed annually through the districts comprehensive maintenance Plan, required as part of Commissioners regulation 155.4 (d)(2). Annual cost for service contracts, supplies and other reoccurring cost should not be included.

Once the individual facility information has been gathered through such avenues as the building condition survey and other sources listed above, it can be integrated and prioritized on a district wide schedule. The highest priority in the 5- Year Plan must be the elimination of all health and safety issues identified on the Building Condition Surveys across all district buildings.

The information and cost estimates contained in this report reflect 2020-2021 construction costs.

The estimates for future work must take into consideration cost increases to account for escalation of material & labor. Although it is difficult to forecast these increases, a 5% per year increase should be used for rough estimating.

The estimates in this report are Construction Cost Only and do not include any fees or contingent expenses.

A contingency cost of 18% should be included with each project. The 18% "soft costs" will cover the cost of Architect & Engineering fees, testing, and unforeseen conditions which may be encountered during construction.

Please be advised that projects considered programmatic needs IE: classroom reconfiguration or modernization or building wide cooling are not included in this report and can be reviewed with the District, if so desired at some future date.

Once all building documentation has been collected, Districts are required to formulate with the framework of the design professional, a 5-Year Plan as per OFP website and we offer the following:

"The format for the Five-Year Plan, released in September 2003, required several documents including an Executive Summary. The format states: This section shall include a list of all the District or Board's facilities and a brief narrative on the general condition and goals for the facility. This Section shall also include lists of the people who prepare the plan and of the resources used.

Therefore, the intent is that the district will have completed research necessary to complete the Five-Year Plan (research information such as Building Condition Survey, Annual inspections, Fire inspections, capital improvement studies, etc. is already available). The Five-Year Plan is intended to be a tool utilized by the district to actively manage its capital needs. Needs and priorities change regularly as projects are completed or deferred capital items further deteriorate. An up-to-date Five Year Plan will identify the current condition of the district's facilities and prioritize the improvements for each facility.

The Executive Summary should therefore be a concise description of the current state of the district's facilities and the prioritize work necessary to maintain each facility in good working order. Simply put SED expects available funding to be spent on the highest priority health and safety items each facility first. This does not mean that work not identified in the Executive Summary cannot be included in a capital project. Obvious departures from the identified need will simply cause further conversation and discussion between SED project manager and the district about their capital planning needs. The executive Summary should clearly identify those priorities such that our project managers can determine that the work proposed in the submitted project is a priority in the districts Five -Year Plan. We expect the Executive Summary to be based on a current Five-Year Plan; therefore the Executive

Summary should not be uniquely crafted for each project submission but should be a current representation of the status and needs of each of the district's facilities."

Upon completion of the 2020 BCS, our office will meet with the District staff to formulate an updated 5 Year Plan ,and/or Executive Summary of the 5 Year Plan. The Five Year Plan is to be updated annually along with the Executive Summary of the 5 Year Plan. It is at this point where the findings of the BCS can be blended with the School Districts educational and programmatic needs to encompass a complete picture of the entire District. Please keep in mind that a copy of the Executive Summary of the 5 Year Plan is to be submitted to SED as part of their Capital Improvement Program submission packet to the Office of Facilities Planning.

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MANHASSET SECONDARY
SCHOOL

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MUNSEY PARK ES

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SHELTER ROCK ES

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