School Building Authority of West Virginia

EVALUATION INSTRUMENT

Previous Ten Year Comprehensive Educational Facility

From _____ To _____

SBA FORM ~~149~~101

West Virginia Code 18-9D-16(g) and State Board Policy 6200, Article 100.19 requires all county boards of educations to submit an objective evaluation of the ten year Comprehensive Educational Facilities Plan (CEFP). This evaluation shall be completed by the CEFP committee established by the local board to plan the upcoming ten-year plan consisting of community members and professional staff from each high school attendance area. The committee will familiarize themselves with the state board requirements of the plan and the current county CEFP prior to completing this evaluation form. All amendments to the plan since the inception of the previous ten year plan will be objectively evaluated for its effectiveness and completeness of projects within that plan. The following should be used to effectuate this evaluation of the 2000 ten year plan and also be used as a means to improve future plans. Goals to be evaluated include WV Code 18-9D-16(g):

1. Student Health and Safety
2. Economies of Scale
3. Demographic Circumstances and Travel
4. Multi-County Projects
5. Curricular Improvements
6. Educational Innovations
7. Adequacy of Space for Projected Enrollments

(1 – Poor Rating; 3 – Adequately met the need or requirement; 5 – Excellent Rating)

1. Did the CEFP contain all data required in State Board Policy 6200?
   1 2 3 4 5

2. Was the data sufficient to allow prudent long-range planning decisions to be made regarding the educational direction and facility needs necessary to accomplish the desired goals of the ten-year plan?
   1 2 3 4 5

3. Was the original plan significantly amended during the ten-year cycle?
   Yes _____ No _____
   If the original plan was altered:
   (a) Did alternations in the plan generally prove to be positive changes?
   1 2 3 4 5

   (b) Did the amended plan effectively improve the county's ability to deliver the curriculum?
   1 2 3 4 5

   (c) Were the amendments generally politically initiated rather than educationally motivated?
   1 2 3 4 5

4. Were local and SBA funds used effectively for individual school projects that further the overall goals of the county plan and the goals of the SBA as defined in 18-9D-16(d)?

   1 2 3 4 5

5. To what degree has/will the projects identified in the ten year plan be effectively completed during this planning period?

   25% 50% 70% 80% 85% 90% 95% 100%

Comments relative to the major issues (positive and negative) that led to the conclusion of the evaluation committee in Items 1 thru 5. (Additional comments may be attached)

Comments relative to improving the plan to be developed for the upcoming ten year planning cycle.

List Committee Members below:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____	_____
Committee Chairperson	Date

School Building Authority of West Virginia

EVALUATION OF COMPLETED PROJECTS FROM CURRENT CEFP

SBA FORM ~~150~~102

County_____ Projects Completed From _____to Report Date Report Date_____

School Name	Project Description	Project in Original 1990 CEFP Y/N	Project Amended into the CEFP Y/N	Project Completed, Not in the CEFP Y/N	Rate How Well Project Met the Overall SBA Criteria in WV Code 18-9D-16 * 1 2 3 4 5

* 1. Did not achieve the objectives of the SBA - 3. Adequately met the SBA objectives or requirements - 5. Exceeded the expectations of the SBA objectives

Formatted: Width: 11", Height: 8.5"

School Building Authority of West Virginia
ABANDONED SCHOOLS REPORT
SBA FORM ~~152~~103

(List only abandoned schools still in the ownership of the county board of education)

School	Location	Approximate Sq. Footage	Dates of Construction	Condition of Building (Excellent, Fair or Poor)

SBA ~~152~~
Revised ~~9/2015~~2/2018

School Building Authority of West Virginia

HIGH SCHOOL ATTENDANCE AREA FEEDER SUMMARY

SBA FORM ~~132~~104

Instructions For SBA Form 132: (To Be Submitted With The Annual Update)

1. The purpose of this form is to track all schools and their usage throughout the ten year planning cycle. One form should be completed for each high school attendance area.

2. All facilities that were in operation during the first year of the current planning cycle must be shown in the dashed box. Second month enrollments for these facilities must be shown in the brackets [ ]. Only facilities that will be in operation during the entire ten year planning cycle will be in solid boxes. The 8th year projected enrollments must be within parenthesis ( ).

3. If the facility is to be built during the current ten year planning cycle, list "NEW" in the brackets. If the facility is to be re-designated from its current usage, list "REDSG" in the brackets.

4. **CLOSURES –** In the Closure column, list schools that are scheduled for closure during the current ten year planning cycle and will not be used by the county board of education for other purposes.

   FACILITY REDESIGNATION – In the Facility Re-designation column, list schools that are scheduled to change their current usage during the current ten year planning. Designate what type of facility it will become.

   ELEMENTARY – In the Elementary column, list only those schools that will still be operational at the end of the current ten year planning cycle.

   JHS/MIDDLE – In the JHS/Middle column, list only those schools that will still be operational at the end of the current ten year planning cycle.

   HIGH SCHOOL – In the High School column, list only the high school for this attendance area that will be in effect at the end of the current ten year funding cycle.

EXAMPLE

FEEDER SCHOOL SUMMARY REPORT

YOUR COUNTY – BRANDON HIGH SCHOOL ATTENDANCE AREA

Brandon High School
- Becomes 9-12 facility; Sept., 2007
  - Stewart Middle School
    - Feeder to Brandon High School
    - Opens as 6-8 Middle School; Sept., 2007
  - Raines Junior High School
    - Currently feeds Brandon High School
    - Closes June, 2007
    - 9th graders transfer to Brandon HS; Sept., 2007
    - 7th and 8th graders transfer to Stewart MS; Sept., 2007
      - Tyler Elementary
        - Currently feeds Raines JHS
        - Changes to K-5 facility; Sept., 2007
        - 6th graders transfer to Stewart MS; Sept., 2007
      - Painter Elementary
        - Currently feeds Raines JHS
        - To become feeder to Stewart MS; Sept., 2007
        - 6th graders transfer to Stewart MS; Sept., 2007
      - Barron Elementary
        - Currently feeds Raines JHS
        - To become feeder to Stewart MS; Sept., 2007
        - 6th graders transfer to Stewart MS; Sept., 2007
      - Withrow Elementary
        - Currently Feeds Raines JHS
        - Students transferred to Painter Elementary; Sept., 2007
        - Becomes Bus Garage; Sept., 2007
      - Ragland Elementary
        - Closes June 2007
        - Currently feeds Raines JHS
        - Students transferred to Tyler EL; Sept., 2007
      - Lovejoy Elementary
        - Closes June 2007
        - Currently feeds Raines JHS
        - 120 students transferred to Painter EL; Sept., 2007
        - 30 students transferred to Tyler EL; Sept., 2007
  - Drew Middle School
    - Scheduled to become 6-8 Middle School; Sept., 2007
    - Feeder to Brandon High School
    - 9th graders transfer to Brandon HS; Sept., 2007
  - Gordon Junior High School
    - Currently feeds Brandon High School
    - Scheduled to become EL Center; Sept., 2007
    - 9th graders transfer to Brandon HS; Sept., 2007
    - 7th and 8th graders transfer to Drew MS; Sept., 2007
      - <u>Gordon Elementary Center</u>
        - Feeder to Drew MS
      - Ervin Elementary
        - Currently feeds Gordon JHS

6th graders to be transferred to Drew MS; Sept., 2007
Students to be transferred to new EL Center; Sept. 2007
Midkif Elementary
Currently feeds Gordon JHS
6th graders to be transferred to Drew MS; Sept., 2007
Students to be transferred to new EL Center; Sept. 2007
Smarr Elementary
Currently feeds Gordon JHS
6th graders transferred to Drew MS; Sept., 2007
Students to be transferred to new EL Center; Sept. 2007
House Elementary
Currently feeds Gordon JHS
To become feeder to Drew MS; Sept., 2007
6th graders transfer to Drew MS; Sept., 2007

This feeder school summary is an example of facilities for a 2000-2010 CEFP
UNDERLINED schools are operational facilities in 2009-2010

COUNTY _____

BRANDON HIGH SCHOOL ATTENDANCE AREA

High School	**JHS/Middle**	**Elementary**	**Facility Re-designation**	**Closures**
		[228] (212) Tyler EL/K-6 K-5		[657] Raines JHS/7-9 Closes 6/2007
	[New] (758) Stewart MS/6-8	[245] (222) Painter EL/ K-6 K-5	[54] Withrow EL/ K-6 Becomes Garage Changes – 9/2002	[193] Ragland EL/K-6 Closes – 6/2007
	[ ] ( ) [redsg] (548)	[265] (202) Barron EL/K6 K5	[ ] Changes	[156] Fox EL/K-6 Closes – 6/2007
[1,260] (1,594) Brandon HS/ 10 -12 9-12	[ ] ( )	[ ] ( )	Gordon JHS/7-9 Becomes K-5 EL Changes – 9/2007	[ ] Closes
	[954] (1,051) Drew JHS/7-9 MS/6-8	[redsg] (548) Lovejoy EL/K-5	[ ] Changes	[85] Ervin EL/K-6 Closes – 6/2007
		[297] (339) House EL/K-6 K-5		[102] Midkiff EL/K-6 Closes – 6/2007
		[ ] ( )		[68] Smarr EL/K-6 Closes –6/2007
				[ ]

[ ] 1st Year Current Cycle – Facility Name

[ ] 2nd Month Enrollment

[ ] Name of school in operation at the end of current planning cycle and classification

( ) 8th Year Project Enrollment

COUNTY _____

_____ HIGH SCHOOL ATTENDANCE AREA

High School	JHS/Middle	Elementary	Facility Re-designation	Closures
[ ] ( )	[ ] ( )	[ ] ( )	[ ] ( )	[ ] Closes
	[ ] ( )	[ ] ( )	[ ] ( ) Changes	[ ] Closes
	[ ] ( )	[ ] ( )	[ ] Changes	[ ] Closes
		[ ] ( )		[ ] Closes
	[ ] ( )		[ ] Changes	[ ] Closes
	[ ] ( )	[ ] ( )	[ ] Changes	[ ] Closes
		[ ] ( )		[ ] Closes
		[ ] ( )		[ ]

[ ] 1st Year Current Cycle – Facility Name

[ ] 2nd Month Enrollment

[ ] Name of school in operation at the end of current planning cycle and classification

( ) 8th Year Project Enrollment

SBA ~~134~~105

FACILITY EVALUATION FORMS

School Building Authority of West Virginia

Facility General Information Worksheet

(Complete one form for each facility or homogeneous area of the building)

Facility ID#: _____ County: _____
Facility Name: _____ Date:_____

		Year of Construction
Original Square Feet:	_____	_____
Addition One:	_____	_____
Addition Two:	_____	_____
Addition Three:	_____	_____
Addition Four:	_____	_____
Addition Five:	_____	_____
Addition Six:	_____	_____
Addition Seven:	_____	_____

Total Sq. Feet: _____

ENERGY INDEXES:
(List below the total amount of each fuel source used by this facility for one year)

Electric	_____	Kilowatts
Natural Gas	_____	MCF (List only mcf or decotherms)
Natural Gas	_____	Decotherms (List only mcf or decotherms)
Coal	_____	Tons
#2 Fuel Oil	_____	Gallons
Propane	_____	Pounds
Used Oil	_____	Gallons
Wood Chips	_____	Tons
Other(specify)	_____	Amount: _____ Units: _____

School Building Authority of West Virginia

Site Evaluation Worksheet

(Complete just one form for each site)

Facility ID#: _____ County: _____
Facility Name:_____

SITE:

_____ City _____ Rural Actual Acres _____ Useable Acres _____
Site adequate for expansion: _____ Yes _____ No
Are public parks/areas adjacent: _____ Yes _____ No
_____% site out of flood plain _____% site in flood plain
Site Remarks: (use additional sheets if needed)

Overall Site Condition: 1 2 3 4 5

DRAINAGE:

Drainage Remarks: (use additional sheets if needed)

Overall Drainage Condition: 1 2 3 4 5

PARKING:

Paved Parking _____ square feet Unpaved Parking _____ square feet
Parking adequately lit: _____ Yes _____ No
Adequacy of Parking: 1 2 3 4 5
Parking Remarks: (use additional sheets if needed)

Overall Parking Condition: 1 2 3 4 5

BUS LOADING:

Bus Loading Adequate: _____ Yes _____ No
Bus Loading Remarks: (use additional sheets if needed)

Overall Bus Loading Condition: 1 2 3 4 5

ACCESS ROADS:

Adequacy of On-Site Access Roads: 1 2 3 4 5
Adequacy of Off-Site Access Roads: 1 2 3 4 5
Access Roads Remarks: (use additional sheets if necessary)

Overall Access Road Condition: 1 2 3 4 5

FOR CONDITIONS:
1-Inadequate; 2-Below Average; 3-Average; 4-Above Average; 5-Excellent

PLAYFIELDS/PLAYCOURTS:

Adequacy of Playfields: 1 2 3 4 5
Adequacy of Playcourts: 1 2 3 4 5
Playfields/Playcourts Remarks: (use additional sheets if needed)

Overall Playfield/Playcourts Condition: 1 2 3 4 5

SITE UTILITIES:

Electrical Services:

_____ Phase _____ Voltage _____ Amps
Electric Utility Company: _____
Main Service Feed into Building: _____ Underground _____Overhead
Electrical Service Remarks: (use additional sheets if needed)

Overall Electrical Service Condition: 1 2 3 4 5

Fuel Sources:

_____ Natural Gas _____ Coal
_____ Fuel Oils _____ Propane
Other (Specify): _____
Fuel Utility Company: _____
Fuel Line Size: _____ inches
Fuel Sources Remarks: (use additional sheets if needed)

Overall Fuel Sources Condition: 1 2 3 4 5

Water Sources:

_____ Public _____ Well Water Line Size: _____ inches
Water Utility Company: _____
Water Sources Remarks: (use additional sheets if needed)

Overall Water Sources Condition: 1 2 3 4 5

Sewage Systems:

_____ Public _____ Septic Other (specify): _____
PSD: _____
Sewage System Remarks: (use additional sheets if needed)

Overall Sewage System Condition: 1 2 3 4 5

FOR CONDITIONS:
1-Inadequate; 2-Below Average; 3-Average; 4-Above Average; 5-Excellent

School Building Authority of West Virginia

Building Component Evaluation Worksheet

(Complete an individual form for each building addition or homogeneous area of the building)

Facility ID#: _____ County: _____
Facility Name: _____ Date: _____
Square Feet of Building: _____ Year Constructed: _____

BUILDING STRUCTURES:

_____ Load Bearing Masonry _____ Steel Frame
_____ Wood Frame Other (specify):_____
Building Structures Remarks: (use additional sheets if needed)
Overall Building Structure Condition: 1 2 3 4 5

FLOOR STRUCTURES:

_____ Steel Joist/Concrete Floor Area Square Feet: _____
_____ Wood Joists Floor Area Square Feet: _____
_____Slab on Grade Floor Area Square Feet: _____
Other (specify): _____ Floor Area Square Feet: _____
Floor Structures Remarks: (use additional sheets if needed)
Overall Floor Structure Condition: 1 2 3 4 5

ROOF:

Roof Structure:

_____ Steel Joists _____ Wood Joists Other (specify): _____
Roof Structure Remarks: (use additional sheets if needed)
Overall Roof Structure Condition: 1 2 3 4 5

Roof Coverings:

	Sq. Feet	Yr. Installed	Condition
_____Built-up Roofing	_____	_____	_____
_____Modified Bituminous	_____	_____	_____
_____Shingles, Asphalt	_____	_____	_____
_____Shingles, Fiberglass	_____	_____	_____
_____Membrane, Ballasted	_____	_____	_____
_____Membrane, Mech. Fast	_____	_____	_____
_____Membrane, Direct Glue	_____	_____	_____
_____Metal Roofing	_____	_____	_____
Other (specify):_____	_____	_____	_____

Roof Coverings Remarks: (use additional sheets if needed)

FOR CONDITIONS:
1-Inadequate; 2-Below Average; 3-Average; 4-Above Average; 5-Excellent

WALL FINISHES: Square Feet Condition

_____Plaster _____ _____
_____Drywall _____ _____
_____Masonry _____ _____
_____Ceramic Tile _____ _____
Other (specify): _____ _____ _____
Wall Finishes Remarks: (use additional sheets if needed)

Overall Wall Finishes Condition: 1 2 3 4 5

CEILING FINISHES: Square Feet Condition

_____Plaster _____ _____
_____Drywall _____ _____
_____Acoustical Tile _____ _____
_____Exposed _____ _____
Other (specify):_____ _____ _____
Ceiling Finishes Remarks: (use additional sheets if needed)

Overall Ceiling Finishes Condition: 1 2 3 4 5

FLOOR FINISHES: Square Feet Condition

_____Asbestos Tile _____ _____
_____Vinyl Composition Tile _____ _____
_____Ceramic Tile _____ _____
_____Terrazzo _____ _____
_____Exposed Concrete _____ _____
_____Exposed Wood _____ _____
Other (specify): _____ _____ _____
Floor Finishes Remarks: (use additional sheets if needed)

Overall Floor Finishes Condition: 1 2 3 4 5

DOORS:

Exterior Doors: Number Condition

_____Aluminum, Exterior _____ _____
_____Steel, Exterior _____ _____
_____Wood, Exterior _____ _____
Other, (specify):_____ _____ _____
Exterior Doors Remarks: (use additional sheets if needed)

Overall Exterior Doors Condition: 1 2 3 4 5

FOR CONDITIONS:
1-Inadequate; 2-Below Average; 3-Average; 4-Above Average; 5-Excellent

Interior Doors: Number Condition

_____Aluminum, Interior _____ _____
_____Steel, Interior _____ _____
_____Hollow Core Wood _____ _____
_____Solid Core Wood _____ _____
_____Fire Rated Wood _____ _____
Other (specify):_____ _____ _____
Interior Doors Remarks: (use additional sheets if necessary)

Overall Interior Doors Condition: 1 2 3 4 5

WINDOWS:

Operating Windows:

	Number	Energy Efficient	Year Installed
_____Aluminum Frame, Oper.	_____	_____	_____
_____Steel Frame, Oper.	_____	_____	_____
_____Wood Frame, Oper.	_____	_____	_____
_____Vinyl Frame, Oper.	_____	_____	_____
_____Rescue/Ventilation	_____	_____	_____
Other (specify):_____	_____	_____	_____

Operating Windows Remarks: (use additional sheets if needed)

Overall Operating Windows Condition: 1 2 3 4 5

Fixed Windows:

	Number	Energy Efficient	Year Installed
_____Aluminum, Frame, Fixed	_____	_____	_____
_____Steel Frame, Fixed	_____	_____	_____
_____Wood Frame, Fixed	_____	_____	_____
_____Vinyl Frame, Fixed	_____	_____	_____
Other (specify): _____	_____	_____	_____

Fixed Windows Remarks: (use additional sheets if needed)

Overall Fixed Windows Condition: 1 2 3 4 5

BOILERS:

	Number	Average mbh	Manufacturer
_____Boilers, Gas Fired	_____	_____	_____
_____Boilers, Coal Fired	_____	_____	_____
_____Boilers, Oil Fired	_____	_____	_____
_____Boilers, Wood Fired	_____	_____	_____
_____Boilers, Propane Fired	_____	_____	_____

FOR CONDITIONS:
1-Inadequate; 2-Below Average; 3-Average; 4-Above Average; 5-Excellent

BOILERS (cont'd): Number Average mbh Manufacturer

Other (specify):_____ _____ _____ _____

Boilers Remarks: (use additional sheets if needed)

Overall Boilers Condition: 1 2 3 4 5

FURNACES: Number Average mbh Manufacturer

_____Furnace, Gas Fired _____ _____ _____

_____Furnace, Coal Fired _____ _____ _____

_____Furnace, Oil Fired _____ _____ _____

_____Furnace, Propane Fired _____ _____ _____

Other (specify):_____ _____ _____ _____

Furnace Remarks: (use additional sheets if needed)

Overall Furnaces Condition: 1 2 3 4 5

AIR HANDLING UNITS: Number

_____Roof Type _____

_____Interior Units _____

Other (specify):_____ _____

Air Handling Units Remarks: (use additional sheets if needed)

Overall Air Handling Condition: 1 2 3 4 5

INTERIOR VENTILATION TYPE:

_____Central

_____Individual

Other (specify):_____

Interior Ventilation Remarks: (use additional sheets if needed)

Overall Interior Ventilation Condition: 1 2 3 4 5

AIR HANDLING HEAT SYSTEMS: Number

_____Cabinet, Fan Coil _____

_____Cabinet, Unit Heater _____

_____Individual Furnaces _____

_____Fin Coil _____

_____Radiator _____

FOR CONDITIONS:
1-Inadequate; 2-Below Average; 3-Average; 4-Above Average; 5-Excellent

AIR HANDLING HEAT SYSTEMS (cont'd): Number

_____Baseboard _____
_____Hot Water _____
_____Steam _____
Other (specify):_____ _____
Air Handling Heat Systems Remarks: (use additional sheets if needed)

Overall Air Handling Heat Systems Condition: 1 2 3 4 5

HEATING/COOLING UNITS: Number

_____Unit Ventilators _____
_____Incremental Units _____
_____Heat Pumps, Standard _____
_____Heat Pumps, Water Source _____
_____Multi-Zone Units _____
_____Single Zone Units _____
_____Duct Heaters _____
Other (specify):_____ _____
Heating/Cooling Units Remarks: (use additional sheets if needed)

Overall Heating/Cooling Condition: 1 2 3 4 5

ELECTRICAL:

Lighting Fixtures: Number

_____Florescent Fixtures _____
_____Incandescent Fixtures _____
_____Mercury Vapor Fixtures _____
_____High Pressure Sodium Fixtures _____
Other (specify):_____ _____
Lighting Fixtures Remarks: (use additional sheets if needed)

Overall Lighting Fixtures Condition: 1 2 3 4 5

FOR CONDITIONS:
1-Inadequate; 2-Below Average; 3-Average; 4-Above Average; 5-Excellent

Fire Alarm System:

Manufacturer:_____

	Number
_____Smoke Detectors	_____
_____Heat Detectors	_____
_____Pull Stations	_____

Fire Alarm System Remarks: (use additional sheets if needed)

Overall Fire Alarm System Condition: 1 2 3 4 5

Power/Receptacle System:

Power/Receptacle System Remarks: (use additional sheets if needed)

Overall Power/Receptacle System Condition: 1 2 3 4 5

TECHNOLOGY INFRASTRUCTURE:

	Condition
_____Sufficient Electrical Capacity	_____
_____Power Receptacles Availability	_____
_____Technology Electrical Wiring	_____
_____Technology Delivery Systems	_____
ID Network Type (if available) _____	_____
_____ Inventory Records of Hardware	_____
Other (specify):_____	_____

Deficiencies _____

Technology Remarks: (use additional sheets if needed)

Overall Technology Infrastructure Condition: 1 2 3 4 5

FOR CONDITIONS:
1-Inadequate; 2-Below Average; 3-Average; 4-Above Average; 5-Excellent

TECHNOLOGY ASSESSMENT:

	Condition
_____Teacher Training	_____
_____Software Use	_____
_____Purchasing Practices	_____
_____Network Administration	_____
Certified Network Engineer	_____
Eng	_____
_____Inventory Records	_____
Other (specify):_____	_____

Deficiencies _____

Technology Remarks: (use additional sheets if needed)

Overall Technology Assessment
Condition: 1 2 3 4 5

SCHOOL ACCESS SAFETY AUDIT

Evaluate the effectiveness of the following School Access Safety Plan components

	Condition
___Planning	_____
___Deterrence	_____
___Detection	_____
___Delay	_____
_____Communication_____	
_____Evacuation_____	
_____Bullying_____	

Safety Remarks: (use additional sheets if needed)

Overall Safety Access Audit
Condition: 1 2 3 4 5

FOR CONDITIONS:
1-Inadequate; 2-Below Average; 3-Average; 4-Above Average; 5-Excellent

School Building Authority of West Virginia

Facilities Spaces Evaluation – Early Childhood/Primary

School ID#: _____ County: _____
School Name: _____

NOTE: Difference = No. of existing rooms – (minus) No. of Required spaces. No. rooms are evaluated as the same types

1. ADMINISTRATION: Exist spaces_____ Reqd. spaces_____ Difference+/- ____

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

2. STUDENTS SERVICES: Exist spaces____Reqd spaces____Difference+/- ____

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

3. PreKINDERGARTEN:Exist spaces_____Reqd spaces_____Difference+/- _____

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

4. KINDERGARTEN: Exist spaces_____Reqd spaces_____Difference+/- _____

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

5. PRIMARY: Exist spaces_____Reqd spaces_____Difference+/- _____

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

6. ITINERANT SPACES: Exist spaces____Reqd spaces_____Difference+/- _____
   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

7. MEDIA CENTER: Exist spaces_____Reqd spaces_____Difference+/- _____

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

8. SPECIAL EDUCATION: Exist spaces___Reqd spaces___Difference+/- ____

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

9. MUSIC: Exist spaces_____Reqd spaces_____Difference+/- _____

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

10. ART: Exist spaces_____Reqd spaces_____Difference+/- _____

    Size: 1 2 3 4 5
    Condition: 1 2 3 4 5
    Remarks:

11. COMPUTER LAB: Exist spaces_____Reqd spaces_____Difference+/- ____

    Size: 1 2 3 4 5
    Condition: 1 2 3 4 5
    Remarks:

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

12. MULTI-PURPOSE: Exist spaces_____Reqd spaces_____Difference+/- ____

A. Activities
Size: 1 2 3 4 5
Condition: 1 2 2 4 5
Remarks:

B. Dining
Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

13. SEPARATE DINING: Exist spaces_____Reqd spaces_____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

14. KITCHEN: Exist spaces_____Reqd spaces_____Difference+/- _____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Adequate Storage: 1 2 3 4 5
Remarks:

15. STAFF/FACULTY: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

16. TOILETS: Exist spaces_____Reqd spaces_____Difference+/- _____

Size: 1 2 3 4 5

FIXTURES: Exist fixtrs_____Reqd fixtrs_____Difference+/- _____

Condition: 1 2 3 4 5
Remarks:

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

17. STORAGE GENERAL: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

18. STORAGE INSTR.: Exist spaces_____Reqd spaces_____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

19. CUSTODIAL: Exist spaces_____Reqd spaces_____Difference+/- _____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

20. TECHNOLOGY CLOSETS: Exist spaces Reqd spaces Difference+/ _____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

21. OTHER SPACES: Exist spaces_____Reqd spaces_____Difference+/- _____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

22. ADEQUACY/CONDITION OF FURNISHINGS AND EQUIPMENT:

Condition: 1 2 3 4 5
Remarks:

23. ECONOMIES OF SCALE: 1 2 3 4 5
(Refer to Handbook – 100.0142 G)

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

24. BLDG UTILIZATION, (U): _____% 1 2 3 4 5

$$\text{Building Utilization} = 100 \times \frac{\text{Current Enrollment}}{\text{Number of Existing Classrooms} \times 25}$$

Building Utilization = _____%

Number of classrooms used for exceptionality education _____

*Below 60	61-70	71-80	81-85	Greater than 85

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

*Building utilizations in the range of 80-90% are recommended. However, programmatic offerings must be considered and the building capacity may be reduced as programmatic offerings are factored into the utilization calculation.

School Improvement Cost Summary

(Based on deficiencies identified during the evaluation of existing facilities)

Early Childhood/Primary

SCHOOL NAME/USE _____
COUNTY _____
DESIGN CAPACITY ENROLLMENT _____

IMPROVEMENT ITEM	UNIT	QUANTITY	UNIT COST	ITEM COST	REMARKS
1. SITE WORK					
Land Acquisition	ACRES	_____	_____	_____	_____
Excavation/Grade	CUB FT	_____	_____	_____	_____
Drainage	LIN FT	_____	_____	_____	_____
Walks (6 ft wide)	SQ FT	_____	_____	_____	_____
Parking	SQ FT	_____	_____	_____	_____
Bus Loading	SQ FT	_____	_____	_____	_____
Roads	SQ FT	_____	_____	_____	_____
Playing Fields	SQ FT	_____	_____	_____	_____
Other_____	_____	_____	_____	_____	_____
Other_____	_____	_____	_____	_____	_____
Other_____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
2. RENOVATIONS, EXTERIOR:					
Wall Structure	SQ FT	_____	_____	_____	_____
Floor Structure	SQ FT	_____	_____	_____	_____
Roof Structure	SQ FT	_____	_____	_____	_____
Wall Facing	SQ FT	_____	_____	_____	_____
Windows	EACH	_____	_____	_____	_____
Doors/Frames	EACH	_____	_____	_____	_____
Roofing	SQ FT	_____	_____	_____	_____
Coping/Parapet	LIN FT	_____	_____	_____	_____
Painting	SQ FT	_____	_____	_____	_____
Other_____	_____	_____	_____	_____	_____
Other_____	_____	_____	_____	_____	_____
Other_____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____

3. RENOVATIONS, INTERIOR:

Floor Covering	SQ FT	_____	_____	_____	_____
Patch & Painting	SQ FT	_____	_____	_____	_____
Ceiling Finish	SQ FT	_____	_____	_____	_____
Plumbing	SQ FT	_____	_____	_____	_____
Heating/Ventilating	SQ FT	_____	_____	_____	_____
Air Conditioning	SQ FT	_____	_____	_____	_____
Lighting	SQ FT	_____	_____	_____	_____
Wiring	SQ FT	_____	_____	_____	_____
Fire Alarm	SQ FT	_____	_____	_____	_____
Communication System	SQ FT	_____	_____	_____	_____
Technology		_____	_____	_____	_____
Interior Doors	EACH	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____

4. BUILDING ADDITIONS INCLUDING FURNITURE, FURNISHINGS & EQUIPMENT:

Administration	SQ FT	_____	_____	_____	_____
Student Services	SQ FT	_____	_____	_____	_____
Kindergarten	SQ FT	_____	_____	_____	_____
Primary	SQ FT	_____	_____	_____	_____
Media Center	SQ FT	_____	_____	_____	_____
Special Education	SQ FT	_____	_____	_____	_____
Music	SQ FT	_____	_____	_____	_____
Art	SQ FT	_____	_____	_____	_____
Computer Lab	SQ FT	_____	_____	_____	_____
Multi-Purpose	SQ FT	_____	_____	_____	_____
Kitchen	SQ FT	_____	_____	_____	_____
Staff/Faculty	SQ FT	_____	_____	_____	_____
Toilets/Fixtures	SQ FT	_____	_____	_____	_____
Storage General	SQ FT	_____	_____	_____	_____
Storage Instructional	SQ FT	_____	_____	_____	_____
Custodial	SQ FT	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Circulation	@30%	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____

5. SPECIAL CONSTRUCTION:					
Elevator	EACH	_____	_____	_____	_____
Sprinkler System	SQ FT	_____	_____	_____	_____
Kitchen Equipment	ALL	_____	_____	_____	_____
Waste Treatment	EACH	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
6. OTHER SPECIAL COSTS:					
_____					_____
_____					_____
_____					_____
Sub-Total					_____
7. ARCHITECTURAL/ENGINEERING FEES:					
New Construction	_____%	_____	_____	_____	_____
Renovations	_____%	_____	_____	_____	_____
Sub-Total	_____	_____	_____	_____	_____
8. MISCELLANEOUS:					
Survey	EACH	_____	_____	_____	_____
Soil Inv.	EACH	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
9. CONTINGENCIES:					
New Construction	_____%	_____	_____	_____	_____
Renovations	_____%	_____	_____	_____	_____
Sub-Total	_____	_____	_____	_____	_____
10. GRAND TOTAL PROJECT COST:		_____	_____	_____	_____

Additional Land Improved to Bring to State Standard	_____ ACRES	_____	_____	_____	_____

	Design/Capacity	$/Student	Amount
Cost to Build a New School/No Land	_____	_____	_____
Ratio – Cost to Improve The Building/Cost of New Building	_____	_____	_____

School Building Authority of West Virginia

Facilities Spaces Evaluation – Middle/Junior High School

SCHOOL ID#: _____ COUNTY: _____
SCHOOL NAME: _____DATE: _____

NOTE: Difference = No. of existing rooms – (minus) No. of required spaces

1. ADMINISTRATION: Exist spaces____Reqd spaces____Difference+/- ____

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

2. STUDENT SERVICES: Exist spaces____Reqd spaces____Difference+/- ____

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

3. BASIC: Exist spaces____Reqd spaces____Difference+/- ____

   Language Arts

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

4. BASIC: Exist spaces____Reqd spaces____Difference+/- ____

   Mathematics

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

5. BASIC: Exist spaces____Reqd spaces____Difference+/- ____

   Social Studies

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

6. BASIC: Exist spaces____Reqd spaces____Difference+/- ____

Science

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

7. CORRECTIVE/REMEDIAL:Exist spaces___Reqd spaces___Difference+/- ___

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

8. HEALTH EDUCATION: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

9. COMPUTER LAB: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

10. LIBRARY/MEDIA CTR.: Exist spaces____Reqd spaces____Difference+/_ ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

11. ELECTRONIC TECH: Exist spaces____Reqd spaces____Difference+/- ____
(LAB)

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

12. HOME ECONOMICS: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

13. ART: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

14. BUSINESS ED: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

15. TECHNOLOGY EDUCATION: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

16. MUSIC: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

17. PHYSICAL ED: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

18. AUDITORIUM: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

19. KITCHEN: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

1 = Inadequate 2 = Below Average 3 = Average 4 = Below Average 5 = Excellent

20. DINING: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

21. EXCEPTIONAL: Exist spaces____Reqd spaces____Difference+/- ____
STUDENTS INSTRUCTION

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

22. STAFF/FACULTY: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

23. TOILETS: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5

FIXTURES: Exist fixtrs____Reqd fixtrs____Difference+/- ____

Condition: 1 2 3 4 5
Remarks:

24. CUSTODIAL: No. of spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

25. MECHANICAL: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

26: STORAGE GENERAL: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

27. STORAGE INSTR: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

28. OTHER SPACES: No. of spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

29. ADEQUACY/CONDITION OF FURNISHINGS AND EQUIPMENT:

Condition: 1 2 3 4 5
Remarks:

30. ECONOMIES OF SCALE: 1 2 3 4 5
(Refer to Handbook – 100.0142 G)

31. BLDG UTILIZATION (U): ____% 1 2 3 4 5

$$\text{Building Utilization} = 100 \times \frac{\text{Current Enrollment}}{\text{Number of Existing Classrooms x 25}}$$

Building Utilization = _____%

Number of classrooms used for exceptionality education _____

*Below 60	61-70	71-80	81-85	Greater than 85

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

*****Building utilizations in the range of 80-90% are recommended. However, programmatic offerings must be considered and the building capacity may be reduced as programmatic offerings are factored into the utilization calculation.

School Improvement Cost Summary

(Based on deficiencies identified during the evaluation of existing facilities)

Middle/Junior High School

SCHOOL NAME/USE _____
COUNTY _____
DESIGN CAPACITY ENROLLMENT _____

IMPROVEMENT ITEM	UNIT	QUANTITY	UNIT COST	ITEM COST	REMARKS
1. SITE WORK					
Land Acquisition	ACRES	_____	_____	_____	_____
Excavation/Grade	CUB FT	_____	_____	_____	_____
Drainage	LIN FT	_____	_____	_____	_____
Walks (6 ft wide)	SQ FT	_____	_____	_____	_____
Parking	SQ FT	_____	_____	_____	_____
Bus Loading	SQ FT	_____	_____	_____	_____
Roads	SQ FT	_____	_____	_____	_____
Playing Fields	SQ FT	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
2. RENOVATIONS, EXTERIOR:					
Wall Structure	SQ FT	_____	_____	_____	_____
Floor Structure	SQ FT	_____	_____	_____	_____
Roof Structure	SQ FT	_____	_____	_____	_____
Wall Facing	SQ FT	_____	_____	_____	_____
Windows	EACH	_____	_____	_____	_____
Doors/Frames	EACH	_____	_____	_____	_____
Roofing	SQ FT	_____	_____	_____	_____
Coping/Parapet	LIN FT	_____	_____	_____	_____
Painting	SQ FT	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____

3. RENOVATIONS, INTERIOR:

Floor Covering	SQ FT	_____	_____	_____	_____
Patch & Painting	SQ FT	_____	_____	_____	_____
Ceiling Finish	SQ FT	_____	_____	_____	_____
Plumbing	SQ FT	_____	_____	_____	_____
Heating/Ventilating	SQ FT	_____	_____	_____	_____
Air Conditioning	SQ FT	_____	_____	_____	_____
Lighting	SQ FT	_____	_____	_____	_____
Wiring	SQ FT	_____	_____	_____	_____
Fire Alarm	SQ FT	_____	_____	_____	_____
Communication System	SQ FT	_____	_____	_____	_____
Technology		_____	_____	_____	_____
Interior Doors	EACH	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____

4. BUILDING ADDITIONS including Furniture, Furnishings and Equipment:

Administration	SQ FT	_____	_____	_____	_____
Student Services	SQ FT	_____	_____	_____	_____
Basic	SQ FT	_____	_____	_____	_____
Reading	SQ FT	_____	_____	_____	_____
Health Education	SQ FT	_____	_____	_____	_____
Computer Lab	SQ FT	_____	_____	_____	_____
Inst. Mat. Center	SQ FT	_____	_____	_____	_____
Home Economics	SQ FT	_____	_____	_____	_____
Art	SQ FT	_____	_____	_____	_____
Ind. Technology	SQ FT	_____	_____	_____	_____
Music	SQ FT	_____	_____	_____	_____
Physical Education	SQ FT	_____	_____	_____	_____
Auditorium	SQ FT	_____	_____	_____	_____
Kitchen	SQ FT	_____	_____	_____	_____
Dining	SQ FT	_____	_____	_____	_____
Business Education	SQ FT	_____	_____	_____	_____
Co-Op Education	SQ FT	_____	_____	_____	_____
Special Education	SQ FT	_____	_____	_____	_____
Drivers Education	SQ FT	_____	_____	_____	_____
Staff/Faculty	SQ FT	_____	_____	_____	_____
Toilets/Fixtures	SQ FT	_____	_____	_____	_____
Custodial	SQ FT	_____	_____	_____	_____
Mechanical	SQ FT	_____	_____	_____	_____
Storage – General	SQ FT	_____	_____	_____	_____
Storage – Instr.	SQ FT	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____

Other _____	_____	_____	_____	_____	_____
Circulation	@30%	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
5. SPECIAL CONSTRUCTION:					
Elevator	EACH	_____	_____	_____	_____
Sprinkler System	SQ FT	_____	_____	_____	_____
Kitchen Equipment	ALL	_____	_____	_____	_____
Waste Treatment	EACH	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
6. OTHER SPECIAL COSTS:					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
7. ARCHITECTURAL/ENGINEERING FEES:					
New Construction	_____%	_____	_____	_____	_____
Renovations	_____%	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
8. MISCELLANEOUS:					
Survey	EACH	_____	_____	_____	_____
Soil Inv.	EACH	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
9. CONTINGENCIES:					
New Construction	_____%	_____	_____	_____	_____
Renovations	_____%	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____

10. GRAND TOTAL PROJECT COST	_____	_____	_____	_____

ADDITIONAL LAND IMPROVED TO BRING TO STATE STANDARD	ACRES	_____	_____	_____
	Design/Capacity	$/Student	Amount	
COST TO BUILD A NEW SCHOOL/ NO LAND	_____	_____	_____	
RATIO – COST TO IMPROVE THE BLDG/ COST OF NEW BLDG	_____	_____	_____	

School Building Authority of West Virginia

Facilities Spaces Evaluation – High School

School ID# _____ County: _____
School Name: _____DATE: _____

NOTE: Difference = No. of existing spaces – (minus) No. of required spaces

1. ADMINISTRATION: Exist spaces____Reqd spaces____Difference+/- ____

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

2. STUDENT SERVICES: Exist spaces____Reqd spaces____Difference+/- ____

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

3. BASIC: Exist spaces____Reqd spaces____Difference+/- ____

   Language Arts

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

4. BASIC: Exist spaces____Reqd spaces____Difference+/- ____

   Mathematics

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

5. BASIC: Exist spaces____Reqd spaces____Difference+/- ____

   Social Studies

   Size: 1 2 3 4 5
   Condition: 1 2 3 4 5
   Remarks:

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

6. BASIC: Exist spaces____Reqd spaces____Difference+/- ____

Science – General Science

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

7. BASIC: Exist spaces____Reqd spaces____Difference+/- ____

Science – Chemistry/Physics

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

8. BASIC: Exist spaces____Reqd spaces____Difference+/- ____

Science – Lecture Lab

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

9. BASIC: Exist spaces____Reqd spaces____Difference+/- ____

Science – Biology

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

10. CORRECTIVE/ REMEDIAL Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

11. HEALTH EDUCATION: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

12. COMPUTER LAB: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

13. LIBRARY/MEDIA: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

14. FAMILY & CONSUMER SCIENCE Exist spaces_____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

15. ART: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

16. TECHNOLOGY EDUCATION Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

17. MUSIC: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

18. PHYSICAL ED: Exist spaces_____Reqd spaces_____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

19. AUDITORIUM: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

20. KITCHEN: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

21. DINING: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

22. BUSINESS ED: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

23. CO-OP EDUCATION: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

24. EXCEPTIONAL STUDENT INSTRUCTION Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

25. DRIVERS ED: Exist spaces_____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

26. VOCATIONAL ED: Exist spaces_____Reqd spaces____Difference+/- ____
Agricultural Ed

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

27. VOCATIONAL ED: Exist spaces_____Reqd spaces____Difference+/- ____
Marketing Ed

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

28. VOCATIONAL ED: Exist spaces_____Reqd spaces____Difference+/- ____
Diversified/Cooperative Training

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

29. VOCATIONAL ED: Exist spaces_____Reqd spaces____Difference+/- ____
Vocational Health Occupations

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

30. VOCATIONAL ED: Exist spaces_____Reqd spaces____Difference+/- ____
Family and Consumer Science

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

31. VOCATIONAL ED: Exist spaces_____Reqd spaces____Difference+/- ____
Child Care Specialist

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

32. VOCATIONAL ED: Exist spaces_____Reqd spaces____Difference+/- ____
Vocational/Industrial Technical

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

33. VOCATIONAL ED: Exist spaces_____Reqd spaces____Difference+/- ____
Business Ed

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

34. VOCATIONAL ED: Exist spaces_____Reqd spaces____Difference+/- ____
Tech Ed

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

35. STAFF/FACULTY: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

36. TOILETS: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5

FIXTURES: Exist fixtrs____Reqd fixtrs____Difference+/- ____

Condition: 1 2 3 4 5
Remarks:

37. CUSTODIAL: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

38. MECHANICAL: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

39. STORAGE GENERAL: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

40. STORAGE INSTR: Exist spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

41. OTHER SPACES: No. of spaces____Reqd spaces____Difference+/- ____

Size: 1 2 3 4 5
Condition: 1 2 3 4 5
Remarks:

42. ADEQUACY/CONDITION OF FURNISHINGS AND EQUIPMENT:

Condition: 1 2 3 4 5
Remarks:

43. ECONOMIES OF SCALE: 1 2 3 4 5
(Refer to Handbook – 100.0142 G)

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

44. BLDG UTILIZATION (U): _____% 1 2 3 4 5

$$\text{Building Utilization} = 100 \times \frac{\text{Current Enrollment}}{\text{Number of Existing Classrooms} \times 25}$$

Building Utilization = _____%

Number of classrooms used for exceptionality education _____

*Below 60	61-70	71-80	81-85	Greater than 85

1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

*****Building utilizations in the range of 80-90% are recommended. However, programmatic offerings must be considered and the building capacity may be reduced as programmatic offerings are factored into the utilization calculation.

School Improvement Cost Summary

(Based on deficiencies identified during the evaluation of existing facilities)

High School

SCHOOL NAME/USE _____
COUNTY _____
DESIGN CAPACITY ENROLLMENT _____

IMPROVEMENT ITEM	UNIT	QUANTITY	UNIT COST	ITEM COST	REMARKS
1. SITE WORK					
Land Acquisition	ACRES	_____	_____	_____	_____
Excavation/Grade	CUB FT	_____	_____	_____	_____
Drainage	LIN FT	_____	_____	_____	_____
Walks (6 ft wide)	SQ FT	_____	_____	_____	_____
Parking	SQ FT	_____	_____	_____	_____
Bus Loading	SQ FT	_____	_____	_____	_____
Roads	SQ FT	_____	_____	_____	_____
Playing Fields	SQ FT	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
2. RENOVATIONS, EXTERIOR:					
Wall Structure	SQ FT	_____	_____	_____	_____
Floor Structure	SQ FT	_____	_____	_____	_____
Roof Structure	SQ FT	_____	_____	_____	_____
Wall Facing	SQ FT	_____	_____	_____	_____
Windows	EACH	_____	_____	_____	_____
Doors/Frames	EACH	_____	_____	_____	_____
Roofing	SQ FT	_____	_____	_____	_____
Coping/Parapet	LIN FT	_____	_____	_____	_____
Painting	SQ FT	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____

3. RENOVATIONS, INTERIOR:

Floor Covering	SQ FT	_____	_____	_____	_____
Patch & Painting	SQ FT	_____	_____	_____	_____
Ceiling Finish	SQ FT	_____	_____	_____	_____
Plumbing	SQ FT	_____	_____	_____	_____
Heating/Ventilating	SQ FT	_____	_____	_____	_____
Air Conditioning	SQ FT	_____	_____	_____	_____
Lighting	SQ FT	_____	_____	_____	_____
Wiring	SQ FT	_____	_____	_____	_____
Fire Alarm	SQ FT	_____	_____	_____	_____
Communication System	SQ FT	_____	_____	_____	_____
Technology		_____	_____	_____	_____
Interior Doors	EACH	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____

4. BUILDING ADDITIONS including Furniture, Furnishings and Equipment:

Administration	SQ FT	_____	_____	_____	_____
Student Services	SQ FT	_____	_____	_____	_____
Basic	SQ FT	_____	_____	_____	_____
Reading	SQ FT	_____	_____	_____	_____
Health Education	SQ FT	_____	_____	_____	_____
Computer Lab	SQ FT	_____	_____	_____	_____
Inst. Mat. Center	SQ FT	_____	_____	_____	_____
Home Economics	SQ FT	_____	_____	_____	_____
Art	SQ FT	_____	_____	_____	_____
Ind. Technology	SQ FT	_____	_____	_____	_____
Music	SQ FT	_____	_____	_____	_____
Physical Education	SQ FT	_____	_____	_____	_____
Auditorium	SQ FT	_____	_____	_____	_____
Kitchen	SQ FT	_____	_____	_____	_____
Dining	SQ FT	_____	_____	_____	_____
Special Education	SQ FT	_____	_____	_____	_____
Staff/Faculty	SQ FT	_____	_____	_____	_____
Toilets/Fixtures	SQ FT	_____	_____	_____	_____
Custodial	SQ FT	_____	_____	_____	_____
Mechanical	SQ FT	_____	_____	_____	_____
Storage General	SQ FT	_____	_____	_____	_____
Storage Instructional	SQ FT	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____

Circulation	@30%	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
5. SPECIAL CONSTRUCTION:					
Elevator	EACH	_____	_____	_____	_____
Sprinkler System	SQ FT	_____	_____	_____	_____
Kitchen Equipment	ALL	_____	_____	_____	_____
Waste Treatment	EACH	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
6. OTHER SPECIAL COSTS:					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
7. ARCHITECTURAL/ENGINEERNING FEES:					
New Construction	_____%	_____	_____	_____	_____
Renovations	_____%	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
8. MISCELLANEOUS:					
Survey	EACH	_____	_____	_____	_____
Soil Inv.	EACH	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
9. CONTINGENCIES:					
New Construction	_____%	_____	_____	_____	_____
Renovations	_____%	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____

10. GRAND TOTAL PROJECT COST	_____	_____	_____	_____	_____

ADDITIONAL LAND IMPROVED TO BRING TO STATE STANDARDS	ACRES	_____	_____	_____	_____
COST TO BUILD A NEW SCHOOL/ NO LAND		_____	_____	_____	_____
RATIO – COST TO IMPROVE THE BLDG/COST OF NEW BLDG		_____	_____	_____	_____

School Building Authority of West Virginia

MAJOR IMPROVEMENT PROGRAM ANNUAL UPDATE

(Completed or On-Going Projects)

SBA FORM ~~145a~~106a

COUNTY _____ **DATE** _____

Listed below are proposed capital improvement projects completed since January 1 of the previous calendar year. These projects are currently in the county Major Improvement Plan or are being amended into the plan with this action.

SCHOOL	PROJECT	COST	PROJECT CURRENTLY IN PLAN? Y OR N	PROJECT STATUS N/C/CO*

***N – New** **C – Completed** **CO – Continuous**

SBA ~~145a~~106a
Revised ~~9/2015~~3/2018

School Building Authority of West Virginia

MAJOR IMPROVEMENT PROGRAM ANNUAL UPDATE

(Prioritized List of Proposed Projects)

SBA FORM ~~145b~~106b

COUNTY _____ **DATE** _____

Listed below are proposed capital improvement projects in order of priority. These projects are currently in the county Major Improvement Plan or are being amended into the plan with this action. (Use additional forms as needed)

SCHOOL	PROJECT	COST	PROJECT IS CURRENTLY IN PLAN? YES OR NO
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Translating Educational Needs Into Facility Needs

Review and Recommendations

SBA FORM ~~147~~107

School Name & Address				**Phone**	**Date**
School Number	**Grades Served**	**Building Program Capacity**	**Program % Utilization**	**Date of Original Construction**	**Additions**

Ten Year Enrollment Projections

Previous Ten Year Enrollments:		**Future Ten Year Enrollments:**	
2001 Enrollment _____	2006 Enrollment _____	2011 Enrollment _____	2016 Enrollment _____
2002 Enrollment _____	2007 Enrollment _____	2012 Enrollment _____	2017 Enrollment _____
2003 Enrollment _____	2008 Enrollment _____	2013 Enrollment _____	2018 Enrollment _____
2004 Enrollment _____	2009 Enrollment _____	2014 Enrollment _____	2019 Enrollment _____
2005 Enrollment _____	2010 Enrollment _____	2015 Enrollment _____	2020 Enrollment _____

Existing Facility Data

Describe Existing Facility:

Describe Existing Facility Site:

Recommendations:

(Additional Sheets May Be Needed)

Building Improvement Cost Summary

SCHOOL: _____

Description	Priority	Anticipated Completion Date	Total Cost	Anticipated Funding Source
Site Improvements:				
_____	_____	_____	$_____	_____
_____	_____	_____	$_____	_____
_____	_____	_____	$_____	_____
New Construction:				
_____	_____	_____	$_____	_____
_____	_____	_____	$_____	_____
Renovations/Additions (List each separate):				
_____	_____	_____	$_____	_____
_____	_____	_____	$_____	_____
_____	_____	_____	$_____	_____
_____	_____	_____	$_____	_____
_____	_____	_____	$_____	_____
Technology:				
_____	_____	_____	$_____	_____
_____	_____	_____	$_____	_____
Others (Describe):				
_____	_____	_____	$_____	_____
_____	_____	_____	$_____	_____
_____	_____	_____	$_____	_____
Contingency @ ___% addition/renovation			$_____	_____
A & E Fees at ___% on $_____			$_____	_____
Project Management at ___% on $_____			$_____	_____
Survey, geotechnical, contingency and other			$_____	_____
Total Improvement Cost			**$**_____	
SUMMARY OF FUNDING SOURCES:				
Local			$_____	_____
Local Bond			$_____	_____
Local Levy			$_____	_____
SBA Needs			$_____	_____
SBA MIP			$_____	_____
Other (Describe)			$_____	_____

SBA ~~147~~107

School Building Authority of West Virginia

HIGH SCHOOL ATTENDANCE AREA FACILITIES SUMMARY

_____ HIGH SCHOOL ATTENDANCE AREA

PROPOSED BUILDING USE AND CAPITAL IMPROVEMENTS

SBA FORM ~~148~~108

	BUILDING USE				BUILDING IMPROVEMENTS																						
SCHOOLS	Functional Schools	Continued School	Closed School	Transitional School	New School (Replacement)	Consolidated School	New Construction (Addition)	Site Improvements	Building Repair	Bldg. Envelope Reno. (New Comp)	Interior Remodeling (Sp.Imp.)	New Interior Finishes	Window Replacement	Doors & Frame Replacement	Plumbing Renovations	Heating/Ventilation Improvement	Air Conditioning	Special Use Spae Improvements (Technology, Media, etc.)	Roof Repair	Accessibility Improvements	Health & Safety Improvements	Furnishing & Equipment Imp.	Portable Replacement	Others (Identify)				

Date: _____

TOTAL ESTIMATED EXPENDITURE $_____
IN THIS ATTENDANCE AREA

Formatted: Width: 11", Height: 8.5"

School Building Authority Of West Virginia

TECHNOLOGY INFRASTRUCTURE REVIEW

SBA FORM ~~158~~109

Standard	Met	Not Met	Rational for Improvement	Cost to Meet Standard
General Network/Communications				
1. Cabling complies with all applicable IEEE, EIA/TIA Standards				$
2. Cabling complies with applicable state and local fire and building codes				$
3. Cabling documents on hand includes schematics, cable lengths, equipment locations and certifications				$
4. Cable trays, wire guides and supports provided and properly installed				$
5. Cabling enclosed and protected where accessible				$
6. Cabling is uniform and clearly labeled at distribution frames, electronics and work stations				$
7. Adequate electrical circuits with isolated ground provided for all electronic equipment				$
8. All exterior, non-fiber cable includes shielding and lightening arresters at building penetrations				$
Network Subtotal				$
Distance Learning Is distance learning utilized in this facility? 9. Yes 10. If no, equipment needed and cost				 $
Distance Learning Subtotal				$
GRAND TOTAL ALL TECHNOLOGY				$

(Use back of Form or Additional Sheets, if necessary)

School Building Authority of West Virginia

SCHOOL ACCESS SAFETY REPAIR AND RENOVATION SCHEDULE

SBA FORM ~~160~~110

COUNTY:_____ **DATE:_____**

SCHOOL	REPAIR/ RENOVATIONS	PRIORITY	ANTICIPATED COMPLETION	COST	FUNDING SOURCE

SCHOOL	REPAIR/ RENOVATIONS	PRIORITY	ANTICIPATED COMPLETION	COST	FUNDING SOURCE

SBA ~~161~~111

SCHOOL ACCESS SAFETY PLAN AUDIT

SCHOOL:

Access Control Audit - Planning

A Safety Committee's primary function is to monitor school safety needs for the purpose of identifying problems and recommending solutions for school safety. These stakeholders serv the steering committee for self-assessment and planning. Written polices communicate responsibilities for preventing, managing and responding to violence or crises.

Indicate the extent to which each of the following is in plac

not at all	partial	effective		
			1	A functional school Safety Committee (i.e. administrator, tea secretary, custodian, student, parent, 911 responders) is in

COMMENTS:

			2	There is a system-wide, documented "Closed Campus" poli ensure authorized access to the school by staff, students a visitors.

COMMENTS:

			3	There are system-wide, documented "Lock Down" procedu staff.

COMMENTS:

			4	"Lock Down" procedures are drilled and evaluated on a reg basis to ensure timely response for staff and students.

COMMENTS:

			5	All visitors are required to produce photo ID and be authori staff member at the main entrance before access to the bu permitted.

COMMENTS:

			6	All visitors are issued a temporary badge that hangs on a l around the neck before access to the building is permitted.

COMMENTS:

			7	Has a current and comprehensive crisis plan in place, kno staff and rehearsed through periodic drills (i.e. evacuation,

SCHOOL: _____

Access Control Audit - Deterrence

Deterrence is any preemptive action, reaction, administrative capability, or design, which moderates a threat or act. It reduces the motivation of adversaries (i.e., discourages, hinders, impedes, restrains).

Indicate the extent to which each of the following is in place.

not at all	partial	effective		
			1	Signs at campus entries (i.e. parking lot) and perimeter prohibit contraband (i.e. weapons, drugs) and trespassing on school property.

COMMENTS:

			2	Signs on all school exterior doors, inside and outside, state each door's usage (i.e. main entrance, alternate entrance, emergency exit).

COMMENTS:

			3	Numbers are clearly posted on all school exterior doors, inside and outside, for emergency responders.

COMMENTS:

			4	Room numbers are clearly posted on all interior doors (i.e. offices, classrooms) for emergency responders.

COMMENTS:

			5	Fixed or moveable barriers are positioned to prevent vehicular access to areas where people gather (i.e. main entrance, grounds).

COMMENTS:

			6	Shrubbery near entries, windows and pathways has been trimmed to a maximum height of 24 inches to provide clear lines of sight and prevent concealment.

COMMENTS:

			7	Trees limbs near entries, windows and pathways have been trimmed to a minimum height of six feet to provide clear lines of sight and prevent concealment.

COMMENTS:

			8	Measures have been implemented to prevent unauthorized access onto the school roof.

COMMENTS:

			9	Exterior lighting at entries, along pathways, and in parking areas is bright and allows for viewing of unauthorized activities.

COMMENTS:

SCHOOL: _____

Access Control Audit - Detection

Detection is sensing and assessing unauthorized acts in a timely manner. Unauthorized acts may use either force or deceit tactics. Detection may be accomplished by personnel or hardware (alarm sensors, access control devices, and assessment).

Indicate the extent to which each of the following is in place.

not at all	partial	effective		
			1	All adults in the school (i.e. staff, visitors, contractors) are required to wear ID badges on a lanyard around the neck.

COMMENTS:

			2	Staff are continuously trained and drilled to ensure knowledge of security procedures, means and roles in responding to a crisis.

COMMENTS:

			3	The school has a closed circuit television system that includes a camera at the main entrance and digital recording capabilities.

COMMENTS:

			4	The school has an intrusion alarm system that includes central station monitoring.

COMMENTS:

			5	The school utilizes equipment (hand-held or portal), K-9s and procedures to detect contraband (i.e. metal, drugs, explosives).

COMMENTS:

			6	Entries approved for authorized access by staff and students are monitored to ensure proper use and prevent unauthorized access by visitors.

COMMENTS:

			7	The school makes use of entry control devices (i.e. cards, fobs, keys) to prevent unauthorized access to the building.

COMMENTS:

SCHOOL: _____

Access Control Audit - Delay

Delay is a physical barrier that slows and impedes an unauthorized act after it ha detected.

Indicate the extent to which each of the followi

not at all	partial	effective		
			1	All classrooms and offices are equipped with fu mechanisms and all staff are trained in their us

COMMENTS:

			2	Existing locking mechanisms on classroom and from the inside.

COMMENTS:

			3	Windows in classroom and office doors are rei mesh, plastic laminate) to prevent forced acce

COMMENTS:

			4	Windows adjacent to classroom and office doc wire mesh, plastic laminate) to prevent forced

COMMENTS:

			5	The main entrance to the building has a locke for visitor authorization purposes.

COMMENTS:

			6	All school entrances are monitored and contro supervision or electronic surveillance.

COMMENTS:

SCHOOL: _____

Access Control Audit - Communications

Communication systems consist of the equipment and procedures used by sc sending and receiving messages, both internally and externally.

Indicate the extent to which each of the follo

not at all	partial	effective		
			1	Intercom systems to reach school response emergency are available throughout the sch

COMMENTS:

			2	Public Address (PA) systems to reach schoo an emergency are available throughout the s

COMMENTS:

			3	Telephone systems to reach school respons responders in an emergency are available th

COMMENTS:

			4	The school has a dedicated outside line to r responders during a crisis.

COMMENTS:

			5	Two-way radios to reach school response p emergency are available throughout the sch

COMMENTS:

			6	Duress (panic) devices are available throug campus.

School Building Authority of West Virginia

CEFP EXECUTIVE SUMMARY

Comprehensive Educational Facilities Plan

SBA FORM ~~162~~112

ANNUAL REPORT YEAR _____ COUNTY _____

1. Number of existing schools currently within the county (Include vocational, special education, adult education) _____

2. Number of schools that will be closed during the ten year planning period. _____

3. Number of schools that will exist in the county at the close of the ten year planning period if the CEFP is completed. _____

4. Total estimated cost remaining to implement the entire CEFP. $_____

5. Total estimated cost of anticipated SBA funded "Needs" and "MIP" projects in the CEFP. $_____

6. Total cost for all other projects within the CEFP to be funded from county or other sources excluding SBA funds. $_____

7. Has regionalization of school facilities been considered within the CEFP? If so, please give a brief description. Yes_____ No _____
   _____
   _____

8. *Approximate annual cost savings as a result of school closures anticipated in the CEFP? $_____ Annual Cost Savings
   $_____ Avoided Costs
   Include approximate savings such as: annual utilities, annual maintenance & reduced staff also, subtract any related costs associated with additional transportation, one time cost for moving of student and staff from a closed facility, etc.

9. Has educational innovation been addressed with the ten year CEFP? If so, please give a brief description. Yes_____ No _____
   _____
   _____

*Please indicate annual cost savings per county as indicated. Also, please indicate any cost avoided per county such as anticipated expenditures on schools scheduled to be closed for major renovations that may be required should the facility remain open.

_____ _____

Date County Superintendent

School Building Authority of West Virginia

Comprehensive Educational Facilities Plan
PROGRESS REPORT #1

SBA FORM ~~163~~113

Please complete the following questions. ***Additional sheets may be needed.***

1. Briefly describe the sub-committees of the planning committee appointed to develop the CEFP and describe their responsibilities.

2. List the chairperson and members, both professional and citizen of the planning committee and each sub-committee. Please include addresses and phone numbers.

3. Indicate preliminary goals and objectives developed by the committees and presented to the county board of education for review. ***(See State Board Policy 6200, Chapter 1, Section 100.01)***

_____ _____

Superintendent Submitted by

School Building Authority of West Virginia

Comprehensive Educational Facilities Plan
PROGRESS REPORT #2

SBA FORM ~~164~~114

This progress report is verification that the planning team and committee has completed the data collection portion of the CEFP. This, along with a draft copy of the completed draft sections of the plan, must be submitted to the State Department of Education and the SBA as soon as this portion of the plan is complete or as directed by the SBA. Listed below are the key elementary for which data has been compiled.

		Date Completed
A.	Final Goals and Objectives – Adopted by the Board of Education	_____
B.	Community Analysis	_____
C.	Population and Enrollment Study	_____
D.	Educational Plan	_____
E.	Evaluation and Inventory	_____
F.	Major Improvement Plan	_____
G.	Inter-County Facility Feasibility Study	_____

What is your projected completion date for the plan? _____

_____ _____

Superintendent Submitted by

School Building Authority of West Virginia

PROJECT EXECUTIVE SUMMARY
MAJOR IMPROVEMENT PLAN

SBA FORM ~~165~~115

PROJECT_____

COUNTY _____ **COUNTY PRIORITY** _____

PROJECT COST_____ **DATE** _____ **SBA FUNDING CYCLE**_____

PROJECT DESCRIPTION:

FUNDING SOURCE:

TO IMPLEMENT TOTAL MIP	FUNDING FOR THIS PROJECT
SBA $_____ TYPE _____	SBA $_____ TYPE _____
LOCAL _____ TYPE _____	LOCAL _____ TYPE _____
OTHER _____	OTHER _____
TOTAL _____	TOTAL _____

Bonding Capacity $_____ Available Bonding Capacity $_____
Excess Levy Capacity $_____ Available Levy Capacity $_____

COUNTYWIDE BUDGET INFORMATION

- Are Excess Levy Funds Dedicated Annually to Maintenance? Yes___ No___
  Amount $_____
- Are Excess Levy Funds Dedicated Annually to Building Improvements? Yes ___ No___
  Amount $_____
- Percent of Total Building Improvement or Maintenance Budget supported by Levy _____%. (Based on data provided above)
- Percent of Total County Budget dedicated to Facility Maintenance _____%
- Maintenance Budget this Year $_____
- Maintenance Expenditures Last Year Total $_____
  $/Square Foot _____
- Average Maintenance Budget for lowest three of the past five years $_____

Compliance With SBA Requirements
Proposed New Project

Briefly describe how this project affects the following:

- **HEALTH AND SAFETY**

  Is the facility located in the flood plain Yes_____ No _____

  If the facility has previously been damaged by a flooding event, please indicate the year in which the event occurred and the dollar amount of damage sustained._____
  _____
  _____

- **ECONOMIES OF SCALE**

Number of students enrolled in the affected facilities _____
_____

Economies of scale will ___ will not ___ be achieved or will not be altered ___ as a result of the completion of this project.

ANNUAL SAVINGS $_____ COST AVOIDANCES $_____
(Achieved on this project) (Achieved on this project)

IF IMPLEMENTED, WHAT IS THE AFFECT OF THIS PROJECT ON PERSONNEL?

- TEACHER Present # _____ Projected # _____ Difference _____
- SERVICE PERSONNEL _____ _____ _____
- ADMINISTRATORS _____ _____ _____

- **MULTICOUNTY PROJECT**

- **EDUCATIONAL INNOVATIONS AND IMPROVEMENTS**

- **ADEQUATE SPACE FOR PROJECTED STUDENT ENROLLMENT**

- **TRAVEL TIME**

- **EFFECTIVE AND EFFICIENT USE OF PROPOSED FUNDING**

- **PROVIDING OR IMPROVING A PREVENTIVE MAINTENANCE PLAN**

- **FURTHERANCE OF THE OVERALL GOALS OF THE SBA AND THE COUNTY/AGENCY MAJOR IMPROVEMENT PLAN**

School Building Authority of West Virginia

ANTI-BULLYING AUDIT

SBA FORM ~~174~~116

County:_____Date_____

Indicate the extent to which each of the following is in place.

	Not at all	Partial	Effective
1. The county has an implementation plan for State Board Policy 4373.			
2. The county's disciplinary policies address all forms of Student Code of Conduct violations.			
3. The county has an education program about Policy 4373 for each grade level.			
4. The county has an education/professional development program about Policy 4373 for faculty and staff.			
5. The county has established procedures "to assure that any person who believes s/he has been the victim of bullying has an identified mechanism to report the alleged acts immediately to an appropriate official."			
6. The county submits the required disciplinary data into the WVEIS.			
7. The county has disseminated Policy 4373 to all students, faculty, staff, and parents.			

West Virginia Department of Education & School Building Authority of West Virginia

FACILITY CLASSIFICATION FORM

SBA/WVDE FORM ~~116~~117

COUNTY: _____ **DATE:** _____

Facility	Facility Name	Current Enrollment	Current Grade Configuration	Classification	Describe Future Use Transitional Facility

School Classification Categories:

P= Permanent **A school facility that is to be utilized throughout the 10 year planning period without a change in its present use or grade configuration.**

T= Transitional **A school facility that is projected to be utilized throughout the 10 year planning period but will experience a change in its grade configuration or use.**

F= Functional **A school facility that is projected for closure between the 5th and 10th year during the 10 year planning period.**

C= Closure **A school facility that is projected for closure before the 5th year of the 10 year planning period.**

School Building Authority of West Virginia

ANNUAL ENERGY USE

SBA FORM ~~179~~118

Please complete this form and send to SBA and SDE _____

County _____ Date _____

Project _____ Occupied _____
(Year)

Type of School _____ Square Footage _____
(Grade Configuration)

Architect _____ Engineer _____

Does this school currently have an HVAC maintenance contract? ___Y____N____
(Circle One)

Briefly describe the equipment covered under the maintenance contract:
_____
_____
_____

Annual cost of maintenance contract $_____ (N/A if not applicable)

Briefly describe the HVAC type: _____

Annual fuel usage _____ (MCF) Annual electric usage _____(KWH)

Annual fuel cost $ _____

Annual electricity cost $ _____

Does your building incorporate any energy conservation strategies? ___Y____N____
(Circle One)

Describe any current or proposed energy conservation projects for this school:
_____
_____
_____

Information Prepared By _____ Date _____

Superintendent _____ Date _____

School Building Authority of West Virginia

COMPREHENSIVE EDUCATIONAL FACILITIES PLAN APPLICATION FOR AMENDMENT

SBA FORM ~~106~~119

To be submitted to the SBA and the WVDE

COUNTY: _____ DATE: _____
AMENDMENT #: _____ AMENDMENT TYPE(s):
A. Budget___B. Project___C. Overall Plan___

Date Amendment Approved by LEA: _____ Signature-County Superintendent:_____

Briefly describe the nature of the amendment and/or scope of work to be completed:
_____
_____
_____
_____

A. BUDGET AMENDMENTS FOR PREVIOUSLY APPROVED PROJECT WITHIN THE CURRENT CEFP

Include a revised CEFP finance plan summary sheet and any other altered CEFP pages with revision date as per Section E to specifically reflect the project expenditures requested in this amendment. Briefly describe the need to adjust the present budget.
_____
_____

		Budget Amount
1. Total project budget previously approved in CEFP		$_____
a. SBA Grant	$_____	
b. Other (describe)	$_____	
2. Amendment to this project budget (+/-)		$_____
a. SBA Grant	$_____	
b. Other (describe)	$_____	
3. Total amount of this project if amendment is approved		$_____

B. AMENDMENT TO EXISTING OR NEW PROJECT (Complete information on reverse side of form if 2, 3, or 4 are checked below)

1. ___Revise the scope of an existing project
2. ___Add a new project not currently in CEFP
3. ___New addition or renovation project
4. ___Technology and/or bldg. infrastructure improvements

Provide a revised budget in Part A for the project(s) affected by this amendment. Also, provide replacement sheets for the current approved plan on file in the SBA and WVDE offices for all chapters of the plan affected by the amendment. Include revision dates on all replacement sheets as per Section E.

C. OVERALL PLAN AMENDMENT (Complete Information on Reverse Side of Form)
Amendments to the overall plan are defined as those changes that alter the educational delivery models (grade configuration, delivery system, etc.) or dramatically affect the major elements of the CEFP identified in State Board Policy 6200, Chapter 1, Handbook on Planning Schools or Goals and Objectives of the SBA (West Virginia Code 18-9D-15). Provide replacement sheets for the current approved plan on file in the SBA and WVDE offices for all chapters of the plan affected by the amendment include revisions dates on all replacement sheets as per Section E.

D. AMENDMENT JUSTIFICATION AS REQUIRED IN WEST VIRGINIA CODE 18-9D-15
(Attachment additional backup information, if required)

1. Describe how the amendment alters the current ten-year comprehensive educational facilities plan, project, finance plan and changes in the scope of the project. (Narrative)

2. Provide the impact of this amendment upon the educational opportunities of students and the budget of the LEA. (Narrative)

3. Describe how the existing facility plan does not and the proposed amendment does meet the following goals of the SBA:

   a. Student Health and Safety

   b. Economy of Scale

   c. Travel Time

   d. Multi-County Project

   e. Curricular Improvements

   f. Educational Innovations

   g. Adequate Space

E. SUBMISSION OF REVISED CEFP PAGES

List the page numbers changed in the CEFP by this amendment, attach the altered pages to this form, place the revision date (revised [date]) on the bottom right hand corner of each revised page and submit one copy to both the SBA and the WVDE. If additional pages are required, use the page number from the preceding page in the CEFP and add successive letters, i.e., 47, 47a, 47b, 48.

FOR SBA AND SDE USE ONLY

Project Number: _____ Previous Budget Approved: $_____Amended Budget Approved: $_____

SBA APPROVAL DATE: _____ SDE APPROVAL DATE: _____

SBA Form ~~104~~201

Grant Contract Exhibits
EXHIBIT A-1
EXHIBIT A-2
EXHIBIT B
EXHIBIT C

School Building Authority of West Virginia

PROJECT DESCRIPTION AND FINANCE PLAN

EXHIBIT A-1

COUNTY _____ DATE OF GRANT_____

PROJECT NUMBER
SCHOOL FACILITY AND
ESTIMATED COST: XX-XXX-XXX $0.00

DESCRIPTION OF PROJECT:

REVENUE SOURCES:

	Amount	Percentage
School Construction Fund Allocations – FY ___	0.00	0.00%
School Construction Fund Allocation – FY ____	0.00	0.00%
Local Funds	0.00	0.00%
TOTAL FINANCE PLAN	**$0.00**	**0.00%**

School Building Authority of West Virginia

PROJECT DEVELOPMENT SCHEDULE

EXHIBIT A-2

High School /Design Build Schedule

Milestone	Timeframe (months)
1. Planning (1)	3
2. Schematic design	2.5
3. Design development & technology plan	5
4. Bidding documents	3.5
5. Bidding and contract award	1
6.Construction (2)	21
Total Time	**36**

Middle School/Design Build Schedule

Milestone	Timeframe (months)
1. Planning (1)	3
2. Schematic design	2.5
3. Design development & technology plan	5
4. Bidding documents	3.5
5. Bidding and contract award	1
6. Construction (2)	18
Total Time	**33**

Elementary School/Design Build Schedule

Milestone	Timeframe (months)
1. Planning (1)	3
2. Schematic design	2
3. Design development & technology plan	4
4. Bidding documents	3
5. Bidding and contract award	1
6. Construction (2)	14
Total Time	**27**

Note (1) The project development schedule begins with the SBA notice of grant award. It is imperative that the project move forward based on the schedule provided. To meet the critical timelines, you will be required to have all planning, design, and when applicable, construction management professionals under contract and the educational program of space completed within 90 days of the grant award notice. The scope and complexity of each project will be considered and the development schedule will be adjusted to reflect greater or less planning and design time as determined by the SBA. Submission requirements for items 1-4 are provided on SBA Form 176 A-E in the SBA Policy and Procedure Manual. If the project is delayed at any phase at the county level as a result of timelines not being met, the SBA will require the grant recipients to pay the delay costs based on the current annual construction inflation rate, prorated over the number of months the project is delayed. Design Build project schedules will be adjusted to comply with the requirements of code and SBA Design/Build Policy. Major addition and renovation project schedules will be established jointly with the grant recipient, project architect or design builder and the SBA based on the size and complexity of the project.

Note (2) Unless approved by the SBA, the construction timeline for a lump sum contract will be dictated by the completion days provided by the contractors within the bid. The construction timeframes indicated above are approximate.

School Building Authority of West Virginia

REQUISITION FORM

EXHIBIT B

COUNTY: _____ DATE: _____

SUBMIT TO:	SUBMIT TO:
United National Bank P.O. Box 393 Charleston, WV 25392 Attention: Kathy Smith	School Building Authority of West Virginia 2300 Kanawha Boulevard, East Charleston, WV 25311-2306 Attention: Garry Stewart

You are authorized to make the following disbursement from the School Building Authority of West Virginia Project Fund (the "Fund") maintained under that certain Depository Agreement dated February 15, 1990 by and between the School Building Authority of West Virginia and United National Bank, as Depository.

(1) County Account: _____

(2) Requisition Number: _____

(3) Name of School: _____

(4) SBA Project Number: _____

(5) Name and Address of Payee: _____
(Co. Bd. Of Ed. Or RESA) _____
_____

(6) Amount: _____
(Total all invoices)

The expense listed above has been incurred as a cost of a project identified in the Grant Contract, dated _____ by and between the School Building Authority of West Virginia and the undersigned county board.

A copy of the invoice relating to this payment and a description of the work, materials or equipment is attached. Such materials are not subject to any lien or security interest and such funds will not be used to satisfy such lien or security interest.

By affixing my signature, I certify that all requisitions from which payment was received the prior month have been paid to the vendor(s).

Dated this _____ day of _____, 20___.

THE BOARD OF EDUCATION OF
THE COUNTY OF _____

By_____
County Superintendent

Note: Requisitions must be received by United National Bank and the Authority on or prior to the 5th day of the month in which payment is required. No facsimile requisitions will be accepted for issue of payment.

School Building Authority of West Virginia

PROJECT FINANCE PLAN AMENDMENT FORM

EXHIBIT C

COUNTY: _____ DATE: _____

PROJECT DESCRIPTION: _____

Amended Project Finance Plan ☐ Final Project Finance Plan ☐

Description of Funding Sources:	Date of Availability	Construction Budget As Previously Approved by SBA	Increase (Decrease) in Project Funds	Current Construction Budget As Proposed By County BOE	Percentage of Total Funding
Original SBA Construction Fund Grant					
Supplemental SBA Grants Awarded					
Local Funding (Indicate Source);					
1.					
2.					
3.					
4.					
5.					
6.					
Other Funding (Indicate Source):					
1. DOH Reimbursement					
2. Federal Government Grant					
3.					
4.					
5.					
TOTAL PROJECT FINANCE PLAN	0.00	0.00	0.00	0.00	0.00%

A. We certify to the best of our knowledge and belief that the above information is correct. A copy of the Board of Education minutes approving this project finance plan change is attached for your reference.

_____ _____

County Board of Education President County Superintendent

THIS FORM MUST BE UPDATED EACH TIME THE PROJECT FINANCE PLAN IS ALTERED AND THE FINAL PROJECT COST MUST BE RECORDED ON THIS FORM AND ACCOMPANY THE FINAL REQUEST FOR PROJECT CLOSEOUT FUNDS.

Exhibit C
Revised ~~9/2015~~3/2018

Authority of West Virginia

ARCHITECTURAL/ENGINEER FEE SCHEDULE

SBA FORM ~~175~~202

CONSTRUCTION COST (NEW)	Max Fee (%)	CONSTRUCTION COST (NEW)	Max Fee(%)
Under $3,000,000 negotiate			
$ 3,000,000 up to $ 4,000,000	7.0	$16,000,000 up to $18,000,000	5.25
$ 4.000.000 up to $ 5,000,000	6.8	$18,000,000 up to $20,000,000	5.1
$ 5,000,000 up to $ 6,000,000	6.6	$20,000,000 up to $22,000,000	5.0
$ 6,000,000 up to $ 8,000,000	6.4	$22,000,000 up to $24,000,000	4.9
$ 8,000,000 up to $10,000,000	6.2	$24,000,000 up to $27,000,000	4.8
$10,000,000 up to $12,000,000	6.0	$27,000,000 up to $30,000,000	4.7
$12,000,000 up to $14,000,000	5.5	$Over $30,000,000 up to $60,000,000	
$14,000,000 up to $16,000,000	5.4	and over not to exceed	4.6

NOTE:

1. If multiple prime contracting is required by the SBA on projects where a Construction Manager is not assigned, A&E fees will be adjusted for additional bidding and construction administration services. The additional fee adjustment will be project specific and provided for the project by the SBA before executing the contract for A & E services.
2. Additional fees will not be paid by the SBA for bidding site preparation packages separate from construction packages.

CONSTRUCTION COST (Addition/Renovation)	MAX FEE (%)
Up to $3,000,000 and under $4,000,000	8.00
Over $4,000,000 and under $10,000,000	7.25
Over $10,000,000 and under $16,000,000	7.00
Over $16,000,000 and under $20,000,000	6.50
Over $20,000,000 negotiate	

NOTE:

1. Fee schedule is based on 50% of construction cost involving renovations. Projects where renovation costs are less 50% and/or demolitions greater than 50% of the total project cost will be negotiated based on the complexity of the project. However, the fee shall not exceed the maximum fee for the addition/renovation construction cost identified.
2. Fees for projects with construction costs less than $3 million will be negotiated based on the scope of work.
3, Repetitive design fee for new construction will be .50 x design fee percentage.
4. Fees may only be adjusted with prior approval of the SBA for projects requiring extraordinary design requirements.

SBA MAXIMUM GROSS BUILDING SQUARE FOOTAGE ALLOWANCE

SBA FORM ~~166~~ (Revised ~~April 2009~~March 2018)

Number of Students	Square Feet Per Student (NEW)
ELEMENTARY	
Up to 240 students	168
241-265	158
266-290	150
291-315	141
316-340	135
341-399	128
400-440	118
441-490	112
491-540	106
541-590	100
591-640	100
Over 641 students	99
MIDDLE/JUNIOR HIGH	
Up to 500 students	154
501-550	149
551-600	144
601-650	138
651-700	133
701-750	128
751-800	123
801-850	118
851-925	113
926-1000	107
Over 1000 students	102
HIGH SCHOOLS	
Up to 500 students	234
501-550	224
551-600	219
601-650	213
651-700	198
701-750	188
751-799	181
800-900	175
901-1000	168
1001-1150	163
1151-1300	157
1301-1500	152
Over 1500 students	146

Maximum allowable square footages are used to provide equity for funding of school with various design enrollments. Actual building design square footage will be dictated by the number of square feet allowed per student and the building program utilization calculation prepared for each project. If a full or partial inclusion Model No. 1 for special education is used, the maximum square footage may be reduced.

School Building Authority of West Virginia
MAXIMUM CLASS SIZES
SBA FORM ~~167~~204

Classroom Type	EL	MS	HS
Kindergarten and Pre-Kindergarten	20		
General Instruction Areas	25	25	25
Corrective or Remedial Education	15	15	15
Art Rooms (Optional/EL)	25	25	25
Driver Education Facilities			25
Consumer/Homemaking Classroom (Optional)		25	25
Consumer/Homemaking Lab		25	25
Foreign Language Facilities		25	25
Foreign Language Lab (Optional)		25	25
Technology Education		20	
Technology Education Lab/Classroom		25	
Music Facilities (Optional/EL)	25	25	40
Ensemble Room (Optional)			12
Physical Education	25	70	70
Science Facilities		25	25
Micro-Computer Lab (Optional)	25	20	20
Electronic Technology Lab (Optional)		75	
Auditorium (33% of total student body - min. 250)			
Behavior Disorders	8	8	8
Communication Disorders (Self Contained)	12	12	12
Deaf/Blind (Self Contained)	3	3	3
Mildly Mentally Impaired (Self Contained)	12	12	12
Moderately Mentally Impaired (Self Contained)	12	12	12
Autism	10	10	10
Severely/Profoundly Mentally Impaired (Self Contained	9	9	9
Deaf and Hard of Hearing	10	10	10
Blind and Partially Sighted	10	10	10
Specific Learning Disabilities (Self Contained)	12	12	12
Pre-School Handicapped (Self Contained)	10		
Gifted Education (Self Contained)	15	15	15
Resource Services (Regular Program Support)	15	15	15
Agricultural Education			25
Agricultural Mechanics Lab			20
Marketing Education			25
Diversified Cooperative Training			25
Vocational Health Occupations			25

Classroom Type	EL	MS	HS
Family and Consumer Science (FACS)			20
Food Management, Production & Services (Occup)			20
Child Care Specialist (Occup)			20
Vocational/Industrial & Technical Classrooms			20
Industrial and Technical Lab			20
Business Education Classroom			20 25
Computer/Keyboarding Lab			30 25
Office Technology			20
Tech Ed. Production Lab		20	20
Tech Ed. Systems Lab			20

Bold type spaces are instructional areas for students with exceptionalities. Most students with exceptionalities are served in general education classrooms designed to accommodate students with exceptionalities. Maximum class sizes are shown to provide design data where self-contained rooms are provided. Exceptions to these class sizes may occur with approval of the State Department of Education. See also Chapter 7 of the "Handbook on Planning School Facilities" (State Board of Education Policy 6200) for Level I, II and III services where applicable.

SBA ~~167~~204
Revised ~~9/2015~~3/2018

School Building Authority of West Virginia

SUBJECT AREA SPACE ALLOCATION DATA

Worksheet #2

SBA FORM ~~141~~205

Project Name_____ **Prepared by** _____

Date _____ **Design Enrollment** _____ **Periods Per Day** _____

Room #	Teacher	Course	Number of Students Per Period								
			1	2	3	4	5	6	7	8	
SUBTOTALS/TOTALS											

School Building Authority of West Virginia

SUMMARY OF SPACES

Worksheet #1

SBA FORM ~~142~~206

SUMMARY OF SPACES FROM CALCULATIONS IN SECTION IV

CURRICULAR AREA	NO. OF CLASSROOMS (According to formula)*	# STUDENTS	SBA USE
SUBTOTAL/TOTAL			

*Classroom numbers from the formula are not to be rounded to the nearest whole number, insert the actual answer from the formula. Example: Language Arts -- 3.4 classrooms

School Building Authority of West Virginia

BUILDING PROGRAM UTILIZATION WORKSHEET

Worksheet #3

SBA FORM ~~156~~207

County: _____ School: _____ Current Enrollment: _____

Number Classrooms Types	**x**	**Maximum Pupils/Class Type**	**=**	**Total Program Capacity**
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____
Totals _____		_____		_____

Program Utilization = _____ divided by _____ =
Current Enrollment **Total Program Capacity**

PROGRAM UTILIZATION = _____% Desirable Program Capacity = 85%

Instructions for Calculating Building Program Utilization

Elementary School – Calculate the number and type of classrooms using the maximum program capacity for each self-contained regular classroom. Assume for example – that all students are seated in a first period block without pullout programs. Do not include library/media, cafeteria, itinerant spaces, resource rooms, or optional academic classrooms such as art, music and computer labs that act as pullout programs to support the core curriculum.

Secondary School – Middle/Junior High School programs where various schedules exist, calculate the number and type of classrooms using the maximum program capacity for each regular or special classroom. Assume for example, that all students are seated in a first period block and exclude library/media, commons or any space that cannot be used for other course offerings in the daily capacity of each facility. The maximum capacity for instructional spaces for specialty classrooms is counted once. A specialty classroom may be available throughout the school day but due to its specialized design or equipment it is rendered impractical to use for other instructional purposes.

SBA Project Submission Form
PLANNING PHASE
SBA FORM ~~176a~~208

SBA	County/Architect	
☐	☐	Request For A/E Expression of Interest in Qualification Newspaper Advertisement
☐	☐	List of Responding Architectural/Engineering Firms
☐	☐	Short List of Architects to be formally interviewed
☐	☐	Draft copy of the AIA B101 Agreement between the Owner and Architect
☐	☐	Copy of the Project Development Schedule from Grant Contract (Exhibit A-2)
☐	☐	Preliminary list of Green School components (when applicable)

Site Feasibility Study

Written assurances that the following site feasibility information has begun, shall be provided with the Planning Phase submission. The final site feasibility study along with the recommendation for the preferred site shall be completed and approved prior to the Schematic Design submission.

☐	☐	A study shall be completed on site feasibility. The study must include all site development costs for each site being considered. The site feasibility study along with the recommendation for the preferred site must be submitted to the SBA for approval before proceeding with the acquisition of any site.
☐	☐	A complete site feasibility study must be prepared by the project architect/engineer before proceeding with the purchase of the proposed site for construction. Consideration must be given to all factors identified in State Board Policy 6200, Chapter 2. The site evaluation study must include but is not limited to:

☐	☐	Geotechnical Evaluation
☐	☐	Boundary and Topographic Data
☐	☐	Geological Evaluation (where applicable)
☐	☐	WVDEP and US Army Corps of Engineers Evaluation and archaeological evaluation (where applicable)

SBA	County/Architect	
☐	☐	Archaeological Survey - West Virginia State Historical Preservation Office Review (where applicable)
☐	☐	Department of Highways Evaluation (where applicable)
☐	☐	Other Agencies Reviews (Identify)

Educational Programming Information

☐	☐	Conrad Formula Space Calculation Worksheet (M.S. & H.S. only) See SBA Policy & Procedure Handbook (Section I)
☐	☐	Summary of Spaces Worksheet #1 (SBA 142)
☐	☐	Subject Area Space Allocation Worksheet #2 (SBA 141)
☐	☐	Building Program Utilization Worksheet #3 (SBA 156)
☐	☐	Preliminary Program of Spaces
☐	☐	Preliminary Estimate of Probable Square Footage Construction Cost (square footage cost analysis).

_____ _____

Submitted By Date

_____ _____

SBA Approval By Date

SBA Form ~~176a~~208
Revised ~~9/2015~~3/2018

SBA Project Submission Form
SCHEMATIC DESIGN PHASE
SBA FORM ~~176b~~209

The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

SBA	County/Architect	
☐	☐	**Cover Sheet**
	☐ ☐	List of all drawings included within this submission
	☐ ☐	List of abbreviations and project specific typical notes
	☐ ☐	Map of general project location with north arrow
	☐ ☐	Breakdown of building square footage by floor
☐	☐	Final Program of Spaces This document shall include revised Conrad Formula Space Calculation (MS, HS), SBA 142, SBA 141 and SBA 156 if program changes occur from the planning phase to the schematic design phase.
☐	☐	Preliminary Educational Specification refer to SBA Policy and Procedures Manual, Attachment I
☐	☐	Written assurance from the design professional that the building square footage depicted on the drawings is consistent with that shown in the program of spaces. If there is a discrepancy between these documents, an explanation of the discrepancy shall be provided.
☐	☐	Schematic Design Drawings, including room square footage (If original drawings are larger than 24”x36”; half size drawings must be submitted)
	☐ ☐	Site Plan with Boundary and Topographic Survey Data, Preliminary Grading Plan, Utility Plan showing anticipated proposed tie-in locations, Floor Plan showing room descriptions and square footages of each space, plumbing fixtures and major fixed equipment and exterior elevation drawings sufficient to describe the general layout and character of the building design. Major construction materials and building square footage per floor shall be indicated on the drawings.
	☐ ☐	Designers shall provide a list of optional mechanical systems being considered for the project.

SBA **County/Architect**

☐ ☐ Architect's preliminary estimate of probable square footage construction cost. If a deficit exists in the cost estimate; the grant recipient must include written assurances of how they intend to solidify the deficit, by either reducing the scope of work or committing additional local funding.

☐ ☐ List of Green School components being considered on the project (where applicable). A separate LEED for schools matrix may be attached.

☐ ☐ Provide the construction analyst or construction manager an electronic copy of the Schematic Design Submission document.

_____ _____

Submitted By Date

_____ _____

SBA Approval By Date

SBA ~~176b~~209
Revised ~~9/2015~~3/2018

SBA Project Submission Form
DESIGN DEVELOPMENT PHASE
SBA FORM ~~176e~~210

The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and it shall consist of documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the project as to the architectural, structural, mechanical and electrical systems, and such other information as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

SBA	County/Architect	
☐	☐	Please check this box if all previous review comments have been addressed.
☐	☐	Revised Educational Specification if changes are required from the Schematic Phase submission.
☐	☐	Written assurance from the design professional that the building square footage depicted on the drawings is consistent with that shown in the program of spaces. If there is a discrepancy between these documents, an explanation of the discrepancy shall be provided.
☐	☐	A narrative of the school's proposed technology plan that describes how the technology is to be integrated into the daily lesson plan by the instructors. How the technology will be utilized and where major technology components will be located. Please refer to the SBA Quality and Performance Standards Section for further assistance.
☐	☐	Provide verification that the available utility services are adequate to support the proposed building requirements.
☐	☐	Outline specification that identifies the major materials and systems and establishes in general their quality levels. This document should include but is not limited to a detailed overview of all major building components and systems per division of work specific to the project. Please refer to the current SBA Quality and Performance Standards in order to establish minimum requirements. Include request for deviations from the SBA Standards with the submission information.
☐	☐	Provide the project construction analyst or construction manager, an electronic copy of the Design Development document.

SBA **County/Architect**

☐ ☐ The designers shall submit a written narrative confirming the design intent from the schematic phase, which will provide the logic and background for the mechanical system chosen. The design intent shall take into consideration the county maintenance personnel's ability to operate and maintain specific HVAC systems including the building automation system (BAS). If this system has changed from the list of systems described in the schematic design phase, please provide reasoning for this change.

☐ ☐ Provide life cycle cost analysis (if required by of the SBA Quality and Performance Manual)

☐ ☐ Final List of Green School components (where applicable). A separate LEED for Schools Matrix may be attached.

The Design Development drawings shall include but are not limited to the following:

☐ ☐ **Cover Sheet:**

- ☐ ☐ List of all drawings included with the submission
- ☐ ☐ List of abbreviations and project specific typical notes
- ☐ ☐ Map of general project location with north arrow
- ☐ ☐ Breakdown of building square footage by floor

☐ ☐ **Site Design drawings shall include**:

- ☐ ☐ Key Plan
- ☐ ☐ Property lines
- ☐ ☐ Buildings (existing and proposed)
- ☐ ☐ Parking and paving including exterior steps and handicapped ramps, indicate locations of asphalt and concrete pavements, including curbs and sidewalks
- ☐ ☐ Fencing
- ☐ ☐ Storm Water Management
- ☐ ☐ Spot Grades at all entrances and new building corners
- ☐ ☐ Grades at drives and parking
- ☐ ☐ Locations of power, water, communications, sewer and/or other necessary utilities

SBA	County/Architect		
☐	☐	**Structural Drawings with key plan shall include**:	
		☐ ☐	Key plan
		☐ ☐	Overall dimensions around the building
		☐ ☐	Diagrammatic layout of floor and roof framing plans showing major structural components including sizes/weights
		☐ ☐	Descriptions of all floor deck and concrete systems
		☐ ☐	Proposed locations of retaining walls or non-standard foundation or framing systems (if any)
		☐ ☐	Location of columns and bearing walls with dimensions needed to locate them
		☐ ☐	Bearing height of structural elements
		☐ ☐	Finish floor elevations
		☐ ☐	Designers shall include a narrative describing structural systems for all footings, foundations, floors and roof areas including proposed bottom of footing elevations.
☐	☐	**Architectural Drawings shall include**:	
		☐ ☐	Key plan
		☐ ☐	Show all columns, exterior walls, interior partitions doors, door swing, windows, stairs, handrail, guard rails, elevators, interior frames and openings, casework counter tops and built in items in plan.
		☐ ☐	Seating capacities of gymnasiums and auditoriums.
		☐ ☐	Room names and numbers.
		☐ ☐	Door numbers
		☐ ☐	Overall building dimensions around the building
		☐ ☐	Column line dimensions tied to exterior wall dimensions.
		☐ ☐	A minimum of two continuous string of dimensions (longitudinally and laterally) through the building that equals the overall dimensions shown including the exterior wall thickness.
		☐ ☐	Dimensions at stairs and ramps
		☐ ☐	Building section marks
		☐ ☐	Building elevation marks
		☐ ☐	Location of roof drains, gutters and downspouts.

SBA **County/Architect**

☐ ☐ Parapets, ridge lines, valleys, and hips with arrows to indicate the direction of slope.

☐ ☐ Roof plan (showing preliminary roof/overflow drain locations)

☐ ☐ Roof access, hatches, doors etc.

☐ ☐ Include a preliminary finish schedule of all floor, wall and ceiling finishes.

☐ ☐ **Building Elevation Drawings:**

☐ ☐ Show outline of building walls and roofs

☐ ☐ Finish grade line

☐ ☐ Windows and doors

☐ ☐ Vertical dimensions with finish floor & roof bearing heights.

☐ ☐ Roof pitch

☐ ☐ Note materials and indicate extents.

☐ ☐ Show building section marks.

☐ ☐ **Building and Wall Section Drawings:**

☐ ☐ Show the outline of building items that the section plane cuts through, including roofs, exterior walls, foundations, footings, floors, beams, joist, windows and door openings ceilings, bulkheads, insulation and finish grade lines.

☐ ☐ Vertical dimensions with finish floor heights and roof bearing heights.

☐ ☐ Note direction and percentage and/or pitch of roof slopes.

☐ ☐ Note all materials

☐ ☐ **Reflected Ceiling Plan:**

☐ ☐ Key plan

☐ ☐ Show grid, bulkheads, changes in elevations, materials, and ceiling mounted signage, HVAC equipment and lighting locations.

SBA **County/Architect**

☐ ☐ **Plumbing Drawings:**

- ☐ ☐ Key plan with legend
- ☐ ☐ Provide preliminary plumbing fixture schedule and equipment schedules for all plumbing equipment (Makes and model, if available)
- ☐ ☐ Show Plumbing fixture and equipment locations
- ☐ ☐ Locate main water line, include sizing
- ☐ ☐ Locate main sewer and vent lines, include sizing
- ☐ ☐ Locate roof drain lines, include sizing
- ☐ ☐ Identify where water, sewer and storm enter and exit the facility.

☐ ☐ **Fire Protection Drawings (when applicable):**

- ☐ ☐ Key Plan with legend
- ☐ ☐ Locate main water line, include sizing. Locate main equipment and risers.

☐ ☐ **HVAC Drawings** (Provide life cycle cost analysis, where applicable):

- ☐ ☐ Key plan with legend
- ☐ ☐ Provide preliminary equipment schedules with sizes and quantities from design basis shown. (Manufacturer make and model, if known)
- ☐ ☐ Locate all major HVAC equipment
- ☐ ☐ Single line diagram of ducts and pipes sufficient to show zone locations, including preliminary sizing for all ductwork mains and piping system main lines on plan view.
- ☐ ☐ Location of roof top equipment, fans, HVAC, etc. Ensure all roof top equipment locations allow for proper clearances in relation to parapet walls, exhaust vents & intake louvers.

☐ ☐ **Electrical Drawings:**

- ☐ ☐ Key plan
- ☐ ☐ Power plan with legend showing locations of main and distribution panel boards and outlets, as well as service entrance and transformer locations.
- ☐ ☐ Emergency power system (generators, ATS and misc. systems)

SBA	County/Architect	
☐	☐	Lighting plan with legend showing the location of lighting, include fixture type, controls, dimming systems, exit lighting and emergency egress lighting. Preliminary fixture schedule showing all fixture types from the design basis. (Manufacturer make and model, if known)
☐	☐	Communications plan with legend showing location of fire alarm pull stations, hardwired computer outlets, phone outlets, CCTV locations and TV monitors. (where applicable)
☐	☐	**Power, lighting and communication layouts in classroom areas can be shown in a typical classroom layout. All other remaining areas should be shown as designed:**
☐	☐	Site Utility service connections and details
☐	☐	Technology documents showing cable tray, outlet locations, main technology closets and outlet details.
☐	☐	Technology documents showing video, clock, sound, paging, security, cctv and wireless outlets and outlet details. (where applicable)
☐	☐	**Construction Cost Estimate by Division of Work:**
☐	☐	Architect's cost estimate. Include all proposed off- site utility extension access roads, soft costs and contingency.
☐	☐	If a deficit exists in the detailed cost estimate, a letter from the grant recipient committing additional local funding needed to solidify the deficit, if the additional funds were not previously committed at the Schematic Design Phase.
☐	☐	AIA Forms – Provide original AIA forms with the project name and architect filled in. The use of paper or electronic forms may be used, but if the project is to be distributed electronically, an electronic version must be provided and architect/engineer must obtain the special license from AIA to distribute them electronically.

NOTE: The School Building Authority reserves the right to request an electronic copy of the Design Development drawings.

_____ _____

Submitted By Date

_____ _____

SBA Approval By Date

SBA Project Submission Form
BIDDING DOCUMENT SUBMISSION
SBA FORM ~~176d~~211

The Bidding Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of drawings and specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the work.

SBA	County/Architect	
☐	☐	Please check this box if all previous review comments have been addressed.
☐	☐	The construction documents submitted shall reflect the entire proposed scope of work including all alternate construction bid packages. Any additional scope changes or alternate bid packages added after bidding document approval must be agreed upon by the SBA prior to bidding of the project. If additional scope changes are included without SBA approval, this work and all associated fees shall become the fiscal responsibility of the grant recipient.
☐	☐	The construction specifications shall include bidding and procurement information that describes the place and conditions of bidding, including bidding or proposal forms, the Form of Agreement between the Owner and Contractor and the conditions of the contract for construction (General, Supplemental and Special Conditions).
☐	☐	Include in the specifications, an original unaltered copy of the latest version of the SBA Supplemental Instructions to Bidders, General Conditions and all associated forms referred to in that section
☐	☐	A comprehensive detailed specification that thoroughly describes all building components and systems per division of work and specific to the project. The quality of materials and systems set forth in the specifications should minimally meet or exceed the standards outlined in the SBA Quality and Procedures Standards.
☐	☐	A detailed sequence of operation which will describe the functionality of all HVAC systems and all related components that work in conjunction with one another as an integrated system including the Direct Digital Controls (DDC) system. In the event that a full building automation system (BAS) is incorporated into the facility, this sequence of operation shall accurately detail the operation of all monitored equipment.

SBA County/Architect

☐ ☐ Provide the project construction analyst or construction manager an electronic copy of the bidding document.

In addition to the Design Development information, the Bidding Documents shall include:
Cover Sheet with the following information:

☐ ☐ Gross Building Area: by floor, existing (square footage), new (square footage), and total square footage

☐ ☐ Gross area per student, design enrollment

☐ ☐ List current governing codes and standards as adopted by the state and incorporated into the project design.

Life Safety Plan:

☐ ☐ Identify all exits; show actual load and capacity. Verify minimum exits per floor

☐ ☐ Show egress paths. Verify within code lengths.

☐ ☐ Review for dead-end corridors

☐ ☐ Stairs – verify handrail locations and lengths.

☐ ☐ Confirm wall ratings for storage, utility rooms, trash rooms, corridors and stairwells.

☐ ☐ Handicapped access – (i.e., ramps, disabled areas of refuge)

Site and Civil Drawings:

☐ ☐ Boundary and Topographical survey by licensed surveyor

☐ ☐ Grading plan; sediment and erosion control plan and details

☐ ☐ Address all WVDEP, US Army Corps of Engineers and other regulatory agency concerns and comments

☐ ☐ Utility plans and details; locations of existing utilities to be relocated.

Landscaping (when applicable):

☐ ☐ Overall plan showing plantings, irrigation and drainage systems, site lighting, signage and features

☐ ☐ Details and sections of all site features, special pavements, bollards, etc.

☐ ☐ Symbol glossary or legend

☐ ☐ Planting and seeding schedules

☐ ☐ Planting standard details, modified as required for specific conditions

SBA County/Architect

ARCHITECTURAL:
Plan Sheets:

☐	☐	Key plan cross referenced to the building area shown.
☐	☐	All floor plans with column line grid with all dimensions; show all core areas, floor openings; note all partitions and partition types; show all door and other openings
☐	☐	Label all windows and doors on plan and identify in the corresponding schedules
☐	☐	Building section elevations, wall section and interior elevation marks on plans
☐	☐	Detail references with the detail number/nomenclature
☐	☐	Show all accurately completed schedules.
☐	☐	Show all dimensions both interior and exterior to locate windows, doors and interior wall locations.

Roof Plan:

☐	☐	Roof plan showing all dimensions and noting all materials, openings, keyed details and sections
☐	☐	Note the roof slope and minimum insulation thickness at low points
☐	☐	Details and sections noting all roof perimeter, parapet and internal conditions

Reflected Ceiling Plan:

☐	☐	Indicate all ceiling and bulkhead heights
☐	☐	Coordinate and show location of mechanical and electrical equipment including ceiling diffusers, lighting fixtures and access panels

Elevations, Sections and Exterior Details: (Keyed onto Plans)

☐	☐	Exterior elevations noting all materials, line of proposed footings and foundation walls, keyed sections and vertical dimensions to locate door and window heights, finished floor joist bearing and parapet wall elevations.
☐	☐	Elevations to note all door and window openings, all louvers and other wall systems and locations

SBA	County/Architect	
☐	☐	Building sections, at least two, in both directions
☐	☐	Exterior wall sections showing all elements and materials in design; note all fixed equipment; show vertical and pertinent horizontal dimensions and floor elevations. Indicate room names and numbers where the cut plane passes through the space.
☐	☐	Sections to show clearly special conditions, typical stairs, instructional spaces and corridors, equipment and fixtures, floor construction, levels and thickness, wall and ceiling construction, typical windows, interior and exterior doors, finish material, roof construction, fire barriers and smoke partitions.

Building Sections, Interior Elevations:

☐	☐	Show as many building sections as necessary to accurately depict all variations in the building construction. A minimum of one transverse and two longitudinal building section per building shall be included. Select areas that show key floor-to-floor relationships. Dimension vertically, show column grid, reference large scale sections and details.
☐	☐	Materials – Note and indicate all finish materials. Show all wall-mounted equipment, including switches, receptacles, diffusers and thermostats at critical areas.
☐	☐	Details (larger scale) showing but not limited to typical exterior wall sections, footings, foundations, floors, windows, cornice and roof, all vertical dimensions, each type and size of door with glazing and paneling, frame and trim, each type of window, together with distances to floor and ceiling, stairs, including risers, treads, handrails, newels and landing lines, instructional display board, bulletin board, trim, built-in equipment, counters, cupboards and drawers, and wardrobes, expansion joints, entry mats, casework, wood trim, shelving, display case mounting, locker base (if not standard), handrails, grab bars, catwalks, pass windows.
☐	☐	Identify necessary back-up blocking for wall-mounted equipment, shown in sections.
☐	☐	Detail bulkheads and other changes in ceiling heights.
☐	☐	Rated shafts/chases. Unless of standard manufacture.

Windows in Plans, Schedule and Detail Coordination:

☐	☐	Window sizes and types. Window mark, material height, width, head height, additional information and remarks. Indicate whether dimension is "rough opening" or actual size. Indicate swing direction of operable units. Show glass type.
☐	☐	Window detail including head, jamb and sill conditions

SBA **County/Architect**

☐ ☐ Consider the following: structural support for large units, blocking for shades, dark shades in classrooms and auditoriums, window operators for high windows, etc. Still, stool, apron, casing, jamb extensions.

☐ ☐ Roto operators and window limiters to be shown in window schedules and detail coordination drawings, where applicable.

Door Schedule:

☐ ☐ Door Schedule: size, type, opening, location, material, frame, glazing, louvers, transoms, panels, undercuts, fire ratings, special features including thresholds, hardware set reference.

☐ ☐ Included in door schedule:

- ☐ ☐ Code compliant width of exit doors
- ☐ ☐ Compatibility with hardware types
- ☐ ☐ Code compliant sizes and types of glass
- ☐ ☐ Weather-stripping for sound rated doors
- ☐ ☐ Transoms above doors
- ☐ ☐ Check door numbers and all items in schedules against door numbers on plans.
- ☐ ☐ Louvered and/or undercut doors indicated per mechanical
- ☐ ☐ Proper labeling of fire doors
- ☐ ☐ Coordinate hardware with electric strikes, operators, monitors, hold-opens, etc.

Finish Schedule with Legend Describing Finish Abbreviations:

☐ ☐ Room number, name, ceiling type, ceiling height, wall finish, floor finish, base, wainscot, wall trim and additional information and remarks. Room numbers shall be final numbering system for this school.

☐ ☐ Complete entire schedule in addition to basic finish types

☐ ☐ Indicate the following: Clear description of location for split finishes (above and below chair rails, etc.), locations of and reference details for borders and patterns, extent (brackets, grilles, etc.) ceramic tile heights. Finish for exposed existing construction. Additional finish requirements shall be indicated in the specifications.

☐ ☐ Check the finish schedule for coordination with room names and numbers indicated on plans, interior elevations, and specifications.

SBA **County/Architect**

☐ ☐ Note surfaces where multi-color paints and trims are proposed.

Structural:

☐ ☐ Structural comments sheet with all code and design basis information; note all design parameters, etc., abbreviations glossary and legends. Additional information shall be provided in the specifications.

☐ ☐ Dimensioned foundation plan with slab on grade noted; with keyed sections and details.

☐ ☐ Dimensioned floor and roof plans showing all members with sizes and weights; note all openings; jointing and edge conditions; keyed details and sections.

☐ ☐ Detail and section drawings as required to completely detail all foundation and framing conditions.

☐ ☐ Building sections and details.

☐ ☐ Completed foundation, column, beam and lintel schedules, as appropriate.

Plumbing:

☐ ☐ Plumbing plans showing completed systems, including foundation drain lines, storm, acid, and sanitary sewer and vent lines, complete water supply system and location of all plumbing fixtures, including hose cabinets and sewage disposal system. All piping sized including valves, on plan view. Include riser diagrams and details for all systems and complete specifications with acceptable manufactures.

☐ ☐ Completed fixture and equipment schedules including makes and models for all systems to adequately show the basis of design.

☐ ☐ For areas of concentrated equipment, provide enlarged plans in ¼”=1’ scale for both plan and section views.

☐ ☐ Indicate the design intent for fire protection system desired and special equipment (i.e., fire pumps, holding tanks) necessary for the project.

HVAC:

☐ ☐ HVAC plans showing completed systems, the size and type of heating and cooling unit. The plans shall also include all connections; pumps; supply and return lines with sizes, valves and slopes; motors; air-handling equipment; fans, including types, locations, sizes and capacity of all ducts, grilles and ventilator.

☐ ☐ Floor plans indicating ductwork, piping and mechanical devices all sized.

SBA	County/Architect	
☐	☐	Testing and balancing requirements
☐	☐	Sound/vibration attenuation measures
☐	☐	Fire dampers, balance dampers, access panels and housekeeping pads sized and located on plan view
☐	☐	Completed equipment schedules including makes, models fan RPM speed, etc., for all systems
☐	☐	For areas of concentrated equipment, provide enlarged plans in ¼"=1' scale for both plan and section views
☐	☐	All piping sized including valves, items on plan view. Include riser diagrams and details for all systems and complete specifications with acceptable manufactures.
☐	☐	Complete control schematic diagram with terminations which correlate with the sequence of operation in the specification.

Electrical:

☐	☐	Electrical plans using standard symbols to show all connections, inside and outside, location of wall, floor and ceiling outlets or receptacles, location and size of all conduits, capacity of outlets, network drops, location and details of switch panels, circuit breakers and fusing, location and connections for all bells, alarms, clocks, and special outlets, and types and designs of lighting fixtures.
☐	☐	Electrical light fixture schedule with makes and models to adequately show the basis of design.
☐	☐	Lighting control details and risers
☐	☐	One line diagrams showing all panel sizes, conduit requirements and wire sizes
☐	☐	Panel schedules for all new, renovated and existing panels.
☐	☐	Floor plans showing locations of all panels, outlets, light fixtures, receptacles, switches, fire alarm devices and equipment, emergency power systems.
☐	☐	Mechanical equipment connection schedule, complete technical specifications with acceptable manufacturers
☐	☐	For areas of concentrated equipment, provide enlarged plans in ¼"-1' scale for both plan and section views

SBA	County/Architect	
☐	☐	Technology documents showing detailed racks systems for T/D, video/TV, clock, sound, paging, security, intercom, cctv and wireless outlets systems. Completed equipment schedules including makes and models for all systems
☐	☐	Riser diagrams for all systems, complete technical specifications with acceptable manufacturers
☐	☐	Incoming service connection details
☐	☐	Completed site utility service connections and details
☐	☐	Power Plan with legend, show locations of main and distribution panel boards and outlets.
☐	☐	Lighting Plan with legend, show location of lighting, controls, exit lighting and emergency egress lighting.
☐	☐	Communications Plan – show location of fire alarm pull stations, hardwired computer outlets, phone outlets, CCTV locations, TV Monitors, electronic building directory, sprinkler system monitor board.
☐	☐	Power, lighting and communication equipment schedules.

Misc. Documentation to be Submitted:

☐	☐	Complete specifications augmenting the information shown on the drawing, giving details on construction materials and methods, mechanical equipment and installations and tests. In general, specify all window shades, restroom accessories and lockers and all other permanent equipment forming an integral part of the building.
☐	☐	Final Technology Plan
☐	☐	Final estimate of probable cost, including total project cost. This requirement will **not** be waived if an SBA Construction Analyst is used.
☐	☐	AIA documents specific to the project shall be part of the bidding document submissions. Draft or sample copies are not acceptable.

NOTE: The School Building Authority reserves the right to request an electronic copy of the Design Development drawings.

_____ _____

Submitted By Date

_____ _____

SBA Approval By Date

SBA Project Submission Form
AMERICAN RECOVERY & REINVESTMENT ACT FUNDING
SBA FORM 176e

Formatted: Centered

Where Federal American Recovery and Reinvestment Act funding is being used, provide the following:

- A notice to proceed letter from WV State Historic Preservation Office (WVSHPO) (where applicable)

Formatted: Indent: Left: 0", Hanging: 0.5"

- Language in specifications that requires all contractors to complete the American Recovery and Reinvestment Act (ARRA) Verification Form as a condition of the bid award prior to the award of the construction contract.

Formatted: Indent: Left: 0", Hanging: 0.5"

- Language in specifications that assures Federal Davis-Bacon Act will be complied with (State Prevailing Wages used where rate is higher than Davis-Bacon).

Formatted: Indent: Left: 0", Hanging: 0.5"

- Language in the specifications that explains "Buy American" requirements.

Formatted: Indent: Hanging: 0.5"

- Insure Requirements of Section 1605 of the ARRA of 2009 is attached in the specifications.

Formatted: Indent: Hanging: 0.5"

- Assurances from the architect/engineer that the materials and equipment specified in the project complies with the "Buy American" provisions of the ARRA.

Formatted: Indent: Left: 0", Hanging: 0.5"

- Bid document language requiring contractors to provide "Bill of Materials" data indicating the Buy American provisions have been complied with within their pay applications.

Formatted: Indent: Hanging: 0.5"

- Standard Federal form 1413, Statement and Acknowledgement for general and all subcontractors. Also list intermediate subcontractors (sub of subcontractors) if they exist under item 14 on this form.

Formatted: Indent: Left: 0", Hanging: 0.5"

1 OF 2 (ARRA Funds)

- In order for the SBA to process payments in a timely manner, the grant

Formatted: Centered, Indent: Left: 0", First line: 0"

~~recipient shall submit the following documentation to the SBA office with each pay requisition. This information shall also be included in the specifications to inform the contractor of the necessary information that shall be supplied with each pay application.~~

Formatted: Centered, Indent: Left: 0"

Formatted: Centered, Indent: Left: 0", First line: 0"

~~a. Bill of Materials as described herein~~
~~b. Application for Payment or Invoice~~
~~c. Certified Payroll~~
~~d. SBA Requisition Form with Project Number~~

~~Submitted By Date~~

~~SBA Approval By Date~~

~~SBA Form 176e~~

School Building Authority of West Virginia

BUILDING INFORMATION MODELING (BIM) GUIDELINES AND STANDARDS FOR ARCHITECTS, ENGINEERS, AND CONTRACTORS

SBA FORM ~~190~~212

This BIM Guideline and Standard applies to School Building Authority projects funded beginning December 2015 based on the following criteria:

- Required on all new construction with a total project funding of $10 million or greater, and on any project that has already been delivered with a BIM requirement.
- The School Building Authority goal is to implement BIM for design and construction of future SBA Funded projects as follows:
  - New School Construction Projects beginning in December 2015.
  - All New School Construction and Major Addition and Renovation Projects beginning in December 2016.
  - Implementation of BIM on all projects beginning December 2017.
  - BIM modeling information data provided to the owners for use in their preventative maintenance data bases state wide by 2019.

For more information and updates on SBA BIM guidelines and standards, please visit our website: http://www.sba.wv.gov/

1. General Requirements
   1.1. Objectives and Application – Architecture and Engineering Design Professionals
   Note: The Design Professionals are responsible for the development of all design models to Level300 as outlined in the most current "BIMFORUM Level of Document Specification."

2. Model Quality
   2.1. The Design Team shall establish and use in-house modeling quality control guidelines and exchange protocols. Good BIM practices may include, but are not limited to:
   - Use of element and component objects that embed the best practices of the firm.
   - Maintenance of parametric linkages within the model at all times.
   - The building envelope needs to be "air-tight" and correct to help support energy modeling activities and simulations.
   - Use industry standard defined nomenclature for objects and spaces. (IFC, COBie)
   - Use appropriate and interoperable viewing, checking, and output file formats

   2.2. The SBA reserves the right to request and obtain a written copy of these policies.
   2.3. Interference test(s) must be performed on the following:

	Interference Test(s):	Software with this function:	Authoring Software for final check:
M&P Model	**Duct vs Duct** **Pipe vs Pipe** **Duct vs Pipe** **Duct vs Struct** **Duct vs Elec** **Duct vs Ceilings** **Mech Equip vs (all)**	**Revit** **BIM Glue** **Navisworks Manage**	**Navisworks Manage**

Elec Model	**Elec vs Duct** **Elec vs Pipe** **Elec vs Struct** **Elec vs Fire Protection** **Lights vs Duct** **Lights vs Pipe** **Elec Equip vs (all)**	**Revit** **BIM Glue** **Navisworks Manage**	**Navisworks Manage**
Structural	**Struct vs Duct** **Struct vs Pipe** **Struct vs Elec**	**Revit** **BIM Glue** **Navisworks Manage**	**Navisworks Manage**
Architectural	**Ceiling vs Duct**	**Revit** **BIM Glue** **Navisworks Manage**	**Navisworks Manage**
***Federated Model In Navisworks**	**M&P vs Struct** **Elec vs Struct** **M&P vs Elec** **Duct vs Ceilings**	**Navisworks Manage**	**Navisworks Manage**

**Federated model is all of the project 3D models (A, M, E, P, S) merged together in proper orientation.*

3. Design Team Deliverable Schedule and Milestones

The submittal schedule along with the milestones for any given project is listed below:

Model Name:	Model Content:	Project Phase:	Reviewing Company:	Authoring Tool:
Design-Intent Coordination Models	Architectural, Civil, Structural, and MEP components of main building and other associated structures (as necessary for proper construction coordination and assembly of building systems/components). (as specified under AIA E203 LOD 100 (Landscape), LOD 200 (Civil) and LOD 300 (Arch/Struct/MEP)	Design Development and Construction Documents	Architect, Civil Engineer, Structural Engineer, MEP Engineer, Other Consultants as needed	Autodesk® Revit® software, other programs to be submitted for approval to A/E and CM. (Current Versions)
Architectural Model	Architectural components of main building and other associated structures (as necessary for proper construction coordination and assembly of building systems/components). (as specified under AIA E203 LOD 300)	Design Development and Construction Documents	Architect	Autodesk® Revit® software, other programs to be submitted for approval to A/E and CM.

				(Current Versions)
Structural Model	Structural components of the proposed building, including foundations, basic connections (steel detailing by Prime Contractor), framing details, and associated elements that are designed by the Structural Engineer. (as specified under AIA E203 LOD 300)	Design Development and Construction Documents	Structural Engineer	Autodesk® Revit Structure® software, Tekla Structures, Bentley Structural Modeler, other programs to be submitted for approval to A/E and CM. (Current Versions)
M/E/P/R/FP Model(s)	M/E/P/R/FP system components of the existing building design, including objects, elements that are designed by the M/E/P/R/FP Engineer(s). (as specified under AIA E203 LOD 300)	Design Development and Construction Documents	MEP Engineer, Other Consultants as needed	Autodesk® Revit MEP® software, other programs to be submitted for approval to A/E and CM. (Current Versions)

Milestone	Deliverable
Conceptualization Phase	Architectural Massing Model
Schematic Design Phase	Architectural Model
	Initial Collision Report
	Square Foot Cost Analysis (Upon Request)
Design Development	Architectural Model
	MEP Model or Models
	Structural Model
	Discipline Collision Report
	Program Validation
Construction Documents	Architectural Model
	MEP Model or Models

	Structural Model
	Pre-Bid Collision Report

4. Design Phase Application – Architecture and Engineering Design Professionals
   4.1. Schematic Design Phase (Criteria Design)
      4.1.1. General
      The Design Team may use any method to begin the design process but shall be using a BIM authored model(s) by completion of this phase. All information needed to describe the schematic design shall be graphically or alphanumerically included in and derived from these models. The SBA expects the Design Team to use analysis tools, static images and interactive 3D to describe the design concepts. Deliverables are required as stated in Section 3.

      4.1.2. Program and Space Validation
      The Design Team shall use the BIM Authoring software or other analysis tools to compare and validate stated program requirements (normally provided by the SBA and the County Board of Education) with the actual design solution. The following shall be developed automatically from the building information model:
      - Assignable Areas (ASF) and Non-assignable Areas (NaSF) measured to inside face of wall objects and designated boundaries of areas.
      - Gross Area (GSF) measured to the outside face of wall objects.

   4.2. Design Development Phase (Detailed Design)

      4.2.1. General
      The Design Team shall continue development of their Building Information Model. Parametric links shall be maintained within the models to enable automatic generation of plans, sections, elevations, custom details and schedules as well as 3D views. All information needed to describe the "detailed design" shall be graphically or alphanumerically included in and derived from these models only, except for the Specifications. All documentation of the models happening outside of the BIM Authoring software, must be linked to all other documentation created creating one cohesive model from all sources of information. The quality of the models shall be as stated in Section 2.3.

      4.2.2. Architectural Systems
      The model should include the following architectural elements to a level that defines the design intent and accurately represents the design solution:
      - New interior and exterior walls including but not limited to:
        - Doors, windows, openings
        - Interior and exterior soffits, overhangs, sun control elements
        - Parapets, screening elements
        - Architectural precast

        All finishes need to be included within the wall type regardless of the thickness of the finish
      - Floor, ceiling and roof systems including but not limited to:
        - Appropriate structural items listed below if not provided by the structural engineer and integrated into the architectural model for coordination and document generation.

    - Insulation, ceiling systems, and floor are to be included.
    - Roof, floor and ceiling slopes, if needed, shall be modeled.
    - Soffits, openings, and accessories will also be modeled.
- Elevators, stairs, and ramps (including railing systems)
- Fixtures, and equipment (if not provided by others and integrated into the architectural model for coordination and document generation.)
    - Specialty equipment (food service, medical, etc)
    - Model mechanical, electrical and plumbing items that require architectural space (toilets/sinks/etc), require color/finish selection (louvers, diffusers, etc.) or affect 3D visualization (lighting fixtures) unless provided by engineers.
- Clearance zones for access, door swings, service space requirements, gauge reading, and other operational clearance must be modeled as part of all equipment and checked for conflicts with other elements. These clearance zones should be modeled as invisible solids within the object.

4.2.3. Structural Engineering

The model should include the following structural elements:

- Foundations such as:
    - Spread Foundations
    - Caisson Foundations
    - Pile Foundations
    - Mat Foundations
    - Load-bearing Wall Foundations
- Framing such as:
    - Steel Columns (with correct shape and size)
    - Steel Floor C-Joists
    - Open Web Joists
    - Joist Girders
    - Steel Beams (with correct shape and size)
    - Precast Concrete Elements (Hollow Core Plank may be modeled as a slab unless the hollow core is being used for mechanical systems and coordination with those systems needs to occur)
    - Cast-In-Place Concrete Elements
    - Floors including overall extents and openings
    - Model overall thickness of wood floor systems
    - Wood Posts/Column
    - All other Joists
    - Wood Trusses
    - Solid Wood or Laminated Beams
- Wall Types including openings
    - Load Bearing Walls – for calculations only (Masonry, Concrete, Cold-Formed Steel, and Wood)
    - Model overall thickness of Cold-Formed Steel and Wood Stud walls (individual members may be modeled at the Design Team's option)
    - Structural Foundation Walls including brick ledges
- These items may be modeled at the Design Team's option:
    - Steel reinforcing in concrete
    - Embeds in concrete
- Miscellaneous Steel

- Angles for openings, deck bearing, etc.
- Channels for mechanical units needed for coordination reviews between structural and mechanical
- Lintels (unless considered a major member)

4.2.4. HVAC Systems

The model should include the following HVAC elements at a minimum:

- Equipment
  - Fans, VAV's, compressors, chillers, cooling towers, air handlers etc.
- Distribution
  - Supply, return, exhaust, relief and outside air ductwork modeled to outside face dimension or duct insulation (whichever is greater)
  - Diffusers, grilles, louvers, hoods, radiant panels, perimeter units, wall units
- Pipes 3/4" diameter and larger, include any insulation in model. *Unless otherwise noted and approved by the BIM Execution Plan.*
- Clearance zones for access, door swings, service space requirements, gauge reading, and other operational clearance must be modeled as part of the HVAC equipment and checked for conflicts with other elements. These clearance zones should be modeled as invisible solids within the object.

4.2.5. Electrical Systems

The model should include the following electrical elements at a minimum:

- Power and Telecommunications
  - Interior and exterior transformers, emergency generators, and other equipment
  - Main and distribution panels and switchgear including access clearances
  - Main IDF's
  - Feeders, cable trays, and conduit larger 3/4"diameter and larger. *Unless otherwise noted and approved by the BIM Execution Plan.*
- Lighting
  - Permanently mounted lighting fixtures (moveable, plug-in fixtures need not be modeled as part of the electrical package unless needed for plug load calculations or for estimating purposes within a loose furnishings package. Should be discussed and agreed upon within the BIM Execution Plan)
  - Ceiling Mounted Lighting Controls
  - Junction Boxes
- Fire Alarm and Security Systems
  - Input devices
  - Notification devices
  - Associated equipment and access clearances
  - Permanently mounted fixtures
- Building Controls
- Clearance zones for access, door swings, service space requirements, gauge reading, valve clearances, installation and other operational clearances must be modeled as part of the electrical equipment for collision checking. These clearance zones should be modeled as invisible solids within the object.

4.2.6. Plumbing and Fire Protection

The model should include the following plumbing and fire protection elements at a minimum:

- Waste and Vent Piping sized at 3/4" diameter and larger, includes any insulation in model. *Unless otherwise noted by the BIM Execution Plan*.
    - Roof and floor drains, leaders, sumps, grease interceptors, tanks, water treatments and other major items.
- Supply Piping 3/4" diameter and larger, includes any insulation in model. *Unless otherwise noted and approved by the BIM Execution Plan*.
    - Domestic Booster Pumps
- Fixtures: sinks, toilet fixtures, water tanks, floor sinks
- Fire protection
    - Sprinkler lines 3/4"diameter and larger
    - Sprinkler heads, Fire Protection Pumps
    - Stand pipes, wall hydrants, fire department connections, risers, including valve clearances
- Clearance zones for access, service space requirements, gauge reading, valve clearances, installation and other operational clearances must be modeled as part of the plumbing and fire protections system and checked for conflicts with other elements. These clearance zones should be modeled as invisible solids within the object.

4.3. Construction Documents Phase

4.3.1. General

The Design Team shall continue development of the models created in the Design Development Phase. Parametric links should be maintained within the respective models to enable automatic generation of all plans, sections, elevations, custom details, schedules and 3D views. All information needed to describe the "Execution documents" shall be graphically or alphanumerically included in and derived from these models only. Specifications are not required to be linked within the models. Model quality shall be as stated in Section 2.

4.3.2. Pre-Bid Collision Reports

See section 2.3.
Submit at 95% Construction Document Submittals

4.4. Bidding Phase

4.4.1. General

The Design Team shall update the models with all addendum, accepted alternates and/or value enhancement proposals. Upon completion of these updates, the design team shall reevaluate the collision report and resolve any and all conflicts prior to construction.

4.4.2. Contractor Bidding

Contractors who are bidding on this project are to review the BIM Execution Plan, and the SBA Building Information Modeling (BIM) Guidelines and Standards for Architects,

Engineers, and Contractors before bidding. Contractor will follow the guidelines and requirements as set forth by the BIM Execution Plan.

4.4.3. Construction Documents Deliverable

Ten days after the project is awarded for construction, the Design Team shall submit to the Construction Manager's/Contractor's Office one set of the Construction Document Deliverables. This deliverable shall consist of CAD files representing every sheet in the Bid Documents. Each sheet is to have its own unique file. Native word processing files (Word or WordPerfect) for all specifications shall also be included. Any addenda files in their native format shall also be included. Final payment for services rendered during the bidding phase is contingent upon approved acceptance of these documents.

5. Objectives and Application – Construction Team Members

Note: All Prime Contractors are responsible for the development of all construction models to Level 400 as outlined in the "BIMFORUM Level of Development Specification." When applicable, models shall be forwarded to the construction manager for coordination and incorporation in to As-Built Drawings.

5.1. Construction Phase

5.1.1. General

The Design Team is expected to continuously maintain and update the design intent model(s) with changes made from official Construction Change Directives. As-built mark-ups shall be maintained on site by the Contractor(s) during construction. At an interval that is decided within the BIM Execution plan or at minimum once a month during construction the updated design intent model will be published and posted to the "cloud" based project collaboration site for each project.

Model Name:	**Model Content:**	**Project Phase:**	**Reviewing Company:**	**Authoring Tool:**
Overall Construction Coordination Model(s)	Coordinated Design-Intent Model through Clash Detection sessions, includes Site Logistics and phasing (optional), 4-D scheduling (optional); model will be populated with O&M information as a deliverable to Owner. (as specified under AIA E203 LOD 400)	Construction Documents and ongoing through Construction Phase	**A/E** to deliver Design-Intent Models at outlined LODs to **CM**. **CM** becomes model owner during construction coordination process. **Prime Contractors** model their respective scopes of work in 3D and produce coordination models.	Autodesk Revit, Autodesk Navisworks, Microsoft Project, Primavera P6, other programs to be submitted for approval to A/E and CM. (Current Versions)

Prime/Subcontractor Coordination Model(s)	All specific components of the **Prime/Subcontractor's** scope of work to interface with the Construction Coordination Model, models are developed by **Primes/Subs** and coordinated by the **Lead Contractor (HVAC)** and **CM**. (as specified under AIA E203 LOD 400). **Primes/Subs** required to submit models are: **Structural Steel, HVAC, Electrical, Plumbing, Fire Protection, Geothermal (coordinate paths and locations in 3D), Technology (coordinate paths and locations in 3D).**	Construction Documents and Contractor Coordination Meetings	Models created and presented by each **Prime/Subcontractor**, models managed by **Lead Contractor (HVAC)** and CM; **A/E** participates as needed during coordination. **HVAC Contractor is Lead Prime for Navisworks Manage 3D coordination.**	Autodesk Civil 3D, Autodesk Revit Structure, Autodesk Revit MEP, Autodesk Navisworks, other programs to be submitted for approval to A/E and CM

Milestone	Deliverable
Construction Phase (Contractor)	Discipline Specific Coordination Models
	Shop Drawing Models (If Applicable)
	Fabrication Models
	As-Built Markups (3D dwf/pdf or 2D dwf/pdf format)
	Scheduling and Phasing Models
Construction Phase (Design Team)	Current As-Built Models for Each Discipline

Team Responsible:	Detailed Special Instructions:
Construction Manager, BIM 3D Construction Coordination through Navisworks Manage 2016 (NAV)	The BIM 3D Construction Coordination Process will be managed by the Construction Manager and assisted by the CM, HVAC Contractor, the Architect and their consultants (A/E). The CM will coordinate 3D information as submitted by the prime/subcontractors using Autodesk Navisworks Manage 2016. The HVAC Contractor will be the Lead Contractor responsible for the physical coordination of the Prime Trade Contractors' 3D models using Navisworks Manage 2016, with oversight from the CM. The CM is responsible for overseeing construction coordination and clash detection only; The CM will not provide design work or modeling work to assist prime/subcontractors. Prime/subcontractors are required to submit 3D model information that is

	generated from/based off of their 2D coordination drawings, which is a required submittal for this project. Prime/subcontractors are required to participate in BIM Coordination Meetings with the CM and A/E. Primes/subcontractors must supply their coordination drawings in a 3D format as listed in the above specifications. If the Prime/subcontractor utilizes a 3rd party consultant for their coordination drawings, said consultant is required to attend coordination meetings with the CM and A/E.
Construction Manager (CM)	The CM shall assess with receiving necessary photos, issues and descriptions to generate RFI's for the submission to the project architect.

5.1.2. Construction Models

5.1.2.1. General

These models could include fabrication models, coordination models, or shop drawing models. These models will now be referred to as the Construction Models.

5.1.2.2. Modeling Requirements

The Construction Models should reflect the exact geometric properties of the materials and/or systems being submitted. These models should reflect the exact material properties and performance data.

5.1.2.3. Deliverables

All Prime Contractors shall submit all models to the Construction Manager/Contractor in both a Navisworks format and a 3D DWF format. These models should be updated after each project coordination meeting or as changes occur in the field during construction.

5.1.3. Coordination Meetings

5.1.3.1. General

The contractor shall submit a plan to the Owner for review, prior to the start of construction that outlines the process for concurrent as-built documentation. Concurrency is mandated. Methods for recording as-built information are left to the discretion of the contractor. Potential options include traditional methods, and/or periodic laser scanning of completed or partially completed primary systems coordinated with the sequence of construction. Primary systems fall into two categories:

Primary Architectural Systems include, but may not be limited to: Partition systems with structure, flooring systems, major HVAC, piping, sewerage and /or conduit systems, partition systems with bulkheads, partition systems with expansion control, vertical transportation systems with primary engineering systems, horizontal ceiling systems with window openings, bulkheads, partitions, lighting, fire protection and HVAC outlet locations, exterior skin systems with window openings, structure, roof edge conditions, parapets, roof penetrations, and equipment locations.

Primary Engineering Systems include, but may not be limited to: structural framing, primary HVAC duct runs, primary fire protection main runs, primary electrical conduits (larger than ¾" diameter), ceiling grid layouts, primary data, audio/visual, security and communication distribution systems (cable trays, etc.).

5.1.3.2. Projects With Active BIM Models at the Start of Construction

If BIM models are provided by the A/E at the start of construction, the contractor shall use those models in support of the objectives noted in 4.6.4.2.

5.1.3.3. Coordination With The Design Team, Construction Manager, and Owner

On no less than a biweekly basis the contractor shall include the project model manager, (architect's or other) in a coordination established for the purpose of assessing and / or executing FM/PM data transfers from the construction process into the model. The data transfer shall be coordinated with the Owner representative and the architect's model manager (when feasible) and be based on the FM/PM objectives as defined in the BIM Execution Plan and project program.

5.1.3.4. Deliverables

Coordination files should be created at all critical coordination milestones. This record format will document a coordinated section of the model, either by area of the building or between specific critical trades. The Collision report showing all applicable collisions as either Approved or Resolved along with the coordination file shall be uploaded together to "cloud" based project collaboration environment. A text document shall also be uploaded which describes and references the approved coordination file with respect to what has and has not been coordinated. These deliverables shall be provided to the Construction Manager for verification.

5.1.4. Collision Reports

The Contractor is to utilize software designed to provided collision reporting. Collision reports from the software should be published weekly in a standard XML, HTML, or Text format. These reports shall include the following information at a minimum:

- Description of Collision Report
- Date of Collision Report Run
- List of all Collisions detected, their status, and their proposed solution.

5.1.5. Concurrent As-Builts

5.1.5.1. General

The contractor shall maintain concurrent as-built documentation monthly. Concurrency is maintained and is subject to progress payments. Primary systems include, but may not be limited to: structural framing, primary HVAC duct runs, primary fire protection main runs, primary electrical conduits (¾" diameter and larger), ceiling grids layouts.

5.2. Project Close-Out

Milestone	Deliverable
Project Close-Out (Design Team)	As-Built Models
	Record Document Project Drawings (.pdf format)
	Record Document Drawings (3 sets on paper)
Project Close-Out (Contractor)	Scanned Field Set Drawings – As Builts (.tif format)
	O&M Manuals (paper/.pdf/excel format)
	Coordination Models in their native file format

5.2.1. Design Team As-Builts

The Design Team shall update their respective models with contractor recorded changes (Record Documents). Republish record documents in paper, .dwg and .pdf formats.

5.2.2. Contractor Record Documents

The contractor shall submit one set of paper as-built drawings (Record Documents) at substantial completion.

5.2.3. O&M (Operations & Maintenance) Manuals

The Construction Manager/Contractor shall submit the following information to the County Board of Education – two paper copies in binders of the O&M Manuals: (1) the make, model and serial number of each piece of installed equipment, (2) the location of any equipment installed in the building, and (3) manufacturer's documents including cut sheets, installation instructions, and recommend maintenance tasks, testing or other reports. An electronic format of the O&M manuals shall also be submitted along with the paper copies, the format shall be color PDF and native Excel files (at substantial completion).

5.2.4. Project As-Built and Record Document Deliverable Matrix

The following matrix outlines the various As-Built and Record Documents deliverables that are required with the associated responsible parties.

Deliverable	Responsible Party	Quantity	Format	Due Date
Operations & Maintenance Manuals (O&M)	CM, C	2 sets	binders	At Substantial Completion
As-Built BIM Model(s) – By Contractor, Construction Manager	CM, C	1 set	.rvt	Prior to Final Payment

Responsible Parties

C = Contractor

CM = Construction Manager (On multiple-prime projects where a CM is used, the CM shall be responsible for the above listed items)

6. Ownership and Rights of Data

The Architect has ownership of all CAD files, BIM Models, and Facility Data developed for the Project through the completion of Construction. At the end of Construction, The SBA and/or the County Board of Education has ownership of all CAD files, BIM Models, and Facility Data developed for the Project. The SBA and/or County Board of Education may make use of this data following any deliverable.

7. Terminology

A

As-Built Documents
As-built documents are the collection of paper drawings or electronic drawings that typically reside in the contractor's onsite trailer that contain mark-ups, annotations, and comments about changes that have been made to the contract documents during the construction phase.

As-Built Model
Design Intent Models that have been updated throughout the construction process. These changes and updates have been communicated from the Contractor to the Design Team through the comments, annotations, and mark-ups from the As-Built Documents. These typically, but not always, are discipline specific models.

B

BIM Execution Plan (BEP)
A plan that is created from the School Building Authority's BIM Execution Plan Template that is to be submitted thirty (30) days after contract award. The BEP helps to define roles and responsibilities within a project team.

D

Design Team
The Design Team is considered to be the Architect and all of the consultants that provide design services for a project. These design services can be rendered at any time during the project.

.DWF
.DWF is a file type that was developed by Autodesk to be locked file for drawing sheets and model data. It can be used as a file transfer for estimating data, markups, and other third party software. It can be a combination of 3D and 2D information within the same file.

.DWG
.DWG is a native AutoCAD file format. It is a widely used file format for exchanging drawing information and 3D information to different programs. While not a database file type, it still has lots of uses for exchanging information.

L

LEED
The Leadership in Energy and Environmental Design (LEED) Green Building Rating System is a suite of standards for environmentally sustainable construction. Based on a point system, a building can achieve different ratings based on the performance of the design, construction, and operation of the building.

N

Navisworks

Navisworks is software that allows for the viewing of multiple model formats. This ability to "view" these files also allows for Navisworks to simulate the interaction between model files. That includes collision reporting, time lining, and coordination.

.NWC
An .NWC file is a Navisworks Cache File that is used by Navisworks to quickly read many other file types. All linked files in Navisworks have an .NWC file created automatically. In addition, Revit will export directly to the very small file type of .NWC for quick access by Navisworks.

.NWD
A much larger file than the .NWC, the .NWD file shows a snapshot in time of a Navisworks file. No linked files exist but all geometry is included.

.NWF
The .NWF file is a native Navisworks file which has all linked files, clashes, markups, animations, schedules, etc.

O

Open Architecture
Open Architecture is a concept of creating a framework that helps to describe a common set of rules for how a project is created. This includes what types of software, the interoperability of the information, and how the participants interact with each other. This is different than open standards because it promotes progress without anchoring forward thinkers to a rigid standard.

P

Phases
The phases of a project can be describe in two different ways as the adoption of IPD terminology starts to penetrate the BIM Execution Plan and the IPD Methodology Plan. Below is a list of the traditional names followed by the IPD name:

Pre-Design/Conceptualization Phase
Schematic Design/Criteria Design Phase
Design Development/Detailed Design Phase
Construction Documents/Implementation Phase

R

Record Drawing
The production of Record Drawings is the capturing of the As-Built Document's annotation, comments, and mark-ups in a drawing format only. This does not typically include the updating of any models.

.RVT
An .RVT file is a native REVIT file type. It is also the deliverable file format for all projects. This includes all of the Design Team's models.

Formatted: Font: 8 pt

School Building Authority of West Virginia

BUILDING INFORMATION MODELING (BIM) EXECUTION PLAN

SBA FORM ~~191~~213

Section 1: General

1.0 Alignment with Organizational Vision

In the space provided below, read our organizational vision statement and see how the implementation of BIM technologies can enhance your business.

Organization Vision Statement:
The SBA embraces BIM (Building Information Modeling) as a core best practice for ensuring the very highest return on investment over the entire lifetime of a facility, continuing to pay dividends long after the last milestone in the design and construction phases have been completed.
BIM Enhances Vision:
Building Information Modeling (BIM) is the process of generating and managing building data during its life cycle. Typically it uses three-dimensional, real-time, dynamic building modeling software to increase productivity in building design and construction. The process produces the **Building Information Model** (also abbreviated BIM), which encompasses building geometry, spatial relationships, geographic information, and quantities and properties of building components.
BIM Alters Vision:
BIM technologies allow for enhanced collaboration across the board in the CM-Agent, Design-Build and Integrated Project Delivery (IPD) project delivery methods.

1.1 Project Description

Enter key information about the project below. Include the project name, owner's project number, address, project description, and areas of the project that will and will not be modeled.

Project Name:	
CM Project Number:	
Project Address:	

Project Description:	
Areas Modeled:	
Purpose of BIM Implementation:	The purpose for BIM Implementation on this project is to allow for enhanced coordination of the project design through construction operations to achieve a more efficient process. The BIM process serves to allow for visualization of design and construction elements, increase communication between the design team and the construction team, more accurate coordination of installed systems and components, reduction in errors and oversights normally found in field conditions and mis-coordination, and a higher quality installation of product and deliverable as-builts for record for the Building Owner.

1.2 Project Goals and Objectives

Below, are some objectives for using BIM and collaborative project management technology and processes on this project. Also note how you will measure the achievement of each objective, and its target time frame.

Project Goal:	Objective:	Achieved If:	Projected Timeframe:
Successful coordination of all building systems using Autodesk Navisworks Manage Software during the Construction Coordination Process	Require MEP Primes/Subs to produce 3D models for coordination process, streamline coordination from traditional paper drawing method	MEP systems are effectively coordinated when installed, systems are installed on time per the project schedule	Per the Project Schedule

BIM deliverable to the Owner is a data-rich model used for O&M information / learning tool for Owner to use with students/faculty	A/E develops coordinated design-intent model, CM populates construction coordination model with O&M info as submitted and installed by Prime/Subcontractors	Construction Coordination Model is delivered to Owner for use by FM staff at Project Closeout	Per the Project Schedule
Development of coordinated, successful BIM process and BIM model between the Construction Manager and the Project Team	Creating standards and protocols to efficiently collaborate between the A/E and CM team resulting in a project delivery method that improves schedule durations, increases productivity, and reduces costs	BIM process can be duplicated in an efficient manner for the next project; BIM model is accurate representation of new building and its components	Design Phase through Project Closeout

1.3 Project Phases/Milestones

In the table below, outline the phases of your project, their estimated start dates, and the stakeholders involved.

Project Phase/Milestone:	**Estimated Start Date:**	**Estimated Completion Date:**	**Project Stakeholders Involved:**
Early Site CD Package Complete	TBD	TBD	Owner, A/E, CM
Early Site Pkg Bid/Award	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Site Construction	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Entry/Structural Steel CD Package Complete	TBD	TBD	Owner, A/E, CM
Entry/Structural Pkg Bid/Award	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Entry/Structural Pkg Construction	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Building CD Package Complete	TBD	TBD	Owner, A/E, CM

Building Pkg Bid/Award	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Building Package Construction	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Punchlist	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Substantial Completion	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Punchlist, FFE and Closeout	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Final Completion	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
			(all dates subject to change based on Project Schedule revisions as determined by Project Team)

Section 2: Design/Construction Documents

2.0 Model Managers/Collaboration Team

List the major members for your project below.

Contact Name:	**Role/Title:**	**Company:**	**Email:**	**Phone:**
	Project Architect			
	Mechanical Eng.			
	Electrical Eng.			
	Structural Eng.			
	Fire Protection			
	Civil Eng.			

	Construction Manager			
	Prime Contractor			
	Prime Contractor			
	Prime Contractor			
	Construction Manager			
	Coordination Manager			
	Mech. Contractor Model Manager			

2.1 Planned Models / Reviewing

In the table below, outline the models that will be created for the project. List the model name, model content, project phase at which the model will be delivered, the model's authoring company, and the model authoring tool to be used. For models that will not be used or created in your project, just leave the row blank; add rows for any model types you anticipate a need for that are not already listed.

Model Name:	**Model Content:**	**Project Phase:**	**Reviewing Company:**	**Authoring Tool:**
Design-Intent Coordination Models	Architectural, Civil, Structural, and MEP components of main building and other associated structures (as necessary for proper construction coordination and assembly of building systems/components).	Design Development and Construction Documents	Architect, Civil Engineer, Structural Engineer, MEP Engineer, Other Consultants as needed	Autodesk® Revit® software, other programs to be submitted for approval to A/E and CM.

	(as specified under AIA E203 LOD 100 (Landscape), LOD 200 (Civil) and LOD 300 (Arch/Struct/MEP)			(Current Versions)
Architectural Model	Architectural components of main building and other associated structures (as necessary for proper construction coordination and assembly of building systems/components). (as specified under AIA E203 LOD 300)	Design Development and Construction Documents	Architect	Autodesk® Revit® software, other programs to be submitted for approval to A/E and CM. (Current Versions)
Structural Model	Structural components of the proposed building, including foundations, basic connections (steel detailing by Prime Contractor), framing details, and associated elements that are designed by the Structural Engineer. (as specified under AIA E203 LOD 300)	Design Development and Construction Documents	Structural Engineer	Autodesk® Revit Structure® software, Tekla Structures, Bentley Structural Modeler, other programs to be submitted for approval to A/E and CM. (Current Versions)
M/E/P/R/FP Model(s)	M/E/P/R/FP system components of the existing building design, including objects, elements that are designed by the M/E/P/R/FP Engineer(s). (as	Design Development and Construction Documents	MEP Engineer, Other Consultants as needed	Autodesk® Revit MEP® software, other programs to be submitted

	specified under AIA E203 LOD 300)			for approval to A/E and CM. (Current Versions)
Overall Construction Coordination Model(s)	Coordinated Design-Intent Model through Clash Detection sessions, includes Site Logistics and phasing (optional), 4-D scheduling (optional); model will be populated with O&M information as a deliverable to Owner. (as specified under AIA E203 LOD 400)	Construction Documents and ongoing through Construction Phase	**A/E** to deliver Design-Intent Models at outlined LODs to **CM**. **CM** becomes model owner during construction coordination process. **Prime Contractors** model their respective scopes of work in 3D and produce coordination models.	Autodesk Revit, Autodesk Navisworks, Microsoft Project, Primavera P6, other programs to be submitted for approval to A/E and CM. (Current Versions)
Prime/Subcontractor Coordination Model(s)	All specific components of the **Prime/Subcontractor's** scope of work to interface with the Construction Coordination Model, models are developed by **Primes/Subs** and coordinated by the **Lead Contractor (HVAC)** and **CM**. (as specified under AIA E203 LOD 400). **Primes/Subs** required to submit models are: **Structural Steel, HVAC, Electrical, Plumbing, Fire Protection, Geothermal (coordinate paths and locations in 3D),**	Construction Documents and Contractor Coordination Meetings	Models created and presented by each **Prime/Subcontractor**, models managed by **Lead Contractor (HVAC)** and **CM**; **A/E** participates as needed during coordination. **HVAC Contractor is Lead Prime for Navisworks Manage 3D coordination.**	Autodesk Civil 3D, Autodesk Revit Structure, Autodesk Revit MEP, Autodesk Navisworks, other programs to be submitted for approval to A/E and CM

	Technology (coordinate paths and locations in 3D).			

2.2 Model File Naming Structure

List the structure for all model file names: Project name, Trade, Model owner, Date, Revit Version.

Model File Names:
(Examples): NAMEOFSCHOOL_ARCH_FIRMNAME_9-28-2015_R16

2.3 Model Reference Coordination

Check the box for the reference positioning for this project in the table below. Share this with the project team.

Reference Positioning:	**0,0,0**	**Auto – Origin to Origin**	**Auto – Shared Coordinates**
Select One	☐	☐	☐

2.4 Link Model Matrix

Check the box for the models that will be linked into your authoring software model during design below.

3D Models	**Architectural**	**M&P**	**Electrical**	**Structural**	**Fire Protection**	**Civil**
Architectural	☐	☐	☐	☐	☐	☐
M&P	☐	☐	☐	☐	☐	☐
Electrical	☐	☐	☐	☐	☐	☐

Structural	☐	☐	☐	☐	☐	☐
Fire Protection	☐	☐	☐	☐	☐	☐
Civil	☐	☐	☐	☐	☐	☐

2.5 Steps to a "Clash Free Model"

Below is a chart to which you can follow to run an "Interference Check" or "Clash Detective" during the design phase. **Run this feature as often as possible**.

	Interference Test(s):	**Software with this function:**	**Authoring Software for final check:**
M&P Model	**Duct vs Duct Pipe vs Pipe Duct vs Pipe Duct vs Struct Duct vs Elec Duct vs Ceilings Mech Equip vs (all)**	**Revit BIM Glue Navisworks Manage**	**Navisworks Manage**
Elec Model	**Elec vs Duct Elec vs Pipe Elec vs Struct Elec vs Fire Protection Lights vs Duct Lights vs Pipe Elec Equip vs (all)**	**Revit BIM Glue Navisworks Manage**	**Navisworks Manage**
Structural	**Struct vs Duct Struct vs Pipe Struct vs Elec**	**Revit BIM Glue Navisworks Manage**	**Navisworks Manage**
Architectural	**Ceiling vs Duct**	**Revit BIM Glue Navisworks Manage**	**Navisworks Manage**
***Federated Model In Navisworks**	**M&P vs Struct Elec vs Struct M&P vs Elec Duct vs Ceilings**	**Navisworks Manage**	**Navisworks Manage**

**Federated model is all of the project 3D models (A, M, E, P, S) merged together in proper orientation.*

2.6 Precision and Dimensioning

In the table below, enter which items' placement will not be considered entirely accurate and should not be relied on for placement or assembly (from the Design-Intent Model):

Items Not to be Considered Accurate for Dimensioning or Placement:

2.7 Exclusions

List the objects to be excluded from the design-intent models in the table below:

Items to be Excluded from the Coordinated Design-Intent Model (issued for Bidding):

2.8 Contract Documents

Place an "X" by the models that will be considered part of the contract documents in the table below.

Models to be Considered Part of Project Contract Documents:
☐ **A/E Coordinated Design-Intent Model** (represents the project bidding documents).
☐ **Prime/Subcontractor Coordination Models** will be used for Construction Document Coordination, but are still required to submit hard copy of 2D coordination drawings and 2D As-Built Drawings per their Contract Requirements. 3D Coordination Models are required for the BIM Coordination process as per the Project Contract Documents. **Prime/Subcontractor coordination models are required to meet LOD400 requirements.*
☐ **Federated (combined) Construction Coordination Model** with O&M information turned over to the Owner as per the Project Contract Documents (does not require As-Built conditions, RFIs, ASIs, and other changes made during construction to building elements). This model does not replace As-Built hard copy drawings for Record. **This model is the product of the HVAC Contractor's successful BIM coordination with all other Prime Trade Contractors.*

☐ **As-Built Construction Model** with O&M information embedded into the modeling elements. This model is turned over to the Owner as per the Project Contract Documents. Model includes Architectural revisions (made by the A/E) based on RFIs, ASIs, field changes/conditions, and can be used with basic FM system integration if parameters are outlined by the Owner in advance of final Construction Coordination Model completion. This model does not replace As-Built hard copy drawings for Record. ** This model is managed throughout construction by the CM and submitted by the CM to the Owner as a deliverable at the end of the project.*

2.9 File Access and Sharing

The project Architect shall provide their own "Cloud-base" file sharing site for the design team during the design phase of the project. Fill your information in below:

What Cloud-base system:	How to get access:	Permission Level:

Section 3: Construction

3.0 Contract Documents

Place an "X" by the models that will be considered part of the contract documents in the table below.

Models to be Considered Part of Project Contract Documents:
☐ **A/E Coordinated Design-Intent Model** (represents the project bidding documents).
☐ **Prime/Subcontractor Coordination Models** will be used for Construction Document Coordination, but are still required to submit hard copy of 2D coordination drawings and 2D As-Built Drawings per their Contract Requirements. 3D Coordination Models are required for the BIM Coordination process as per the Project Contract Documents. **Prime/Subcontractor coordination models are required to meet LOD400 requirements.*
☐ **Federated (combined) Construction Coordination Model** with O&M information turned over to the Owner as per the Project Contract Documents (does not require As-Built conditions, RFIs, ASIs, and other changes made during construction to building elements). This model does not replace As-Built hard copy drawings for Record. **This model is the product of the HVAC Contractor's successful BIM coordination with all other Prime Trade Contractors.*

☐ **As-Built Construction Model** with O&M information embedded into the modeling elements. This model is turned over to the Owner as per the Project Contract Documents. Model includes Architectural revisions (made by the A/E) based on RFIs, ASIs, field changes/conditions, and can be used with basic FM system integration if parameters are outlined by the Owner in advance of final Construction Coordination Model completion. This model does not replace As-Built hard copy drawings for Record. ** This model is managed throughout construction by the CM and submitted by the CM to the Owner as a deliverable at the end of the project.*

3.1 Special Instructions
Review the specific requirements in the table below.

Team Responsible:	**Detailed Special Instructions:**
CM, BIM 3D Construction Coordination through Navisworks Manage 2016 (NAV)	The BIM 3D Construction Coordination Process will be managed by the Coordination Manager and assisted by, HVAC Contractor, the Architect and their consultants (A/E). The CM will coordinate 3D information as submitted by the prime/subcontractors using Autodesk Navisworks Manage 2016. The HVAC Contractor will be the Lead Contractor responsible for the physical coordination of the Prime Trade Contractors' 3D models using Navisworks Manage 2016, with oversight from the CM. The CM is responsible for overseeing construction coordination and clash detection only; the CM will not provide design work or modeling work to assist prime/subcontractors. Prime/subcontractors are required to submit 3D model information that is generated from/based off of their 2D coordination drawings, which is a required submittal for this project. Prime/subcontractors are required to participate in BIM Coordination Meetings with the CM and A/E. Primes/subcontractors must supply their coordination drawings in a 3D format as listed in the above specifications. If the Prime/subcontractor utilizes a 3rd party consultant for their coordination drawings, said consultant is required to attend coordination meetings with the CM and A/E.
Construction Manager (CM)	The CM shall assess with receiving necessary photos, issues and descriptions to generate RFI's for the submission to the project architect.

3.2 Meeting Minutes

In the space below, review the types of meetings necessary for the project, meeting host(s), required attendees, and required technology.

Meeting Type:	Host:	Required Attendees:	Required Technology:
Clash Detection Review Meetings	Construction Manager (CM)	A/E, CM, HVAC Contractor, Prime/Subcontractors	Internet, Revit, Navisworks Manage, A360, Projector (as needed)
General Progress / Project Meetings	Construction Manager (CM)	CM, Prime Contractors, Architect	Navisworks Manage, Large Flat Screen Monitor onsite

3.3 File Access and Sharing

Coordination Manager will host the "Cloud-based" service for file sharing. The construction team will have access to documents and be able to upload your models for review.

What Cloud-base system:	How to get access:	Permissions:

3.4 Other Construction Management Business Processes

List the modules the Project Team plans to use, including any special instructions and processes, in the table below.

Additional Business Process Modules to be Used:	Special Instructions or Processes:

3.5 Construction Coordination / As-Built Models

List any inclusions or exclusions from the As-Built model content in the table below.

Prime Contractor Models / As-Built Model Inclusions:	**As-Built Model Exclusions:**
[List special items that will be included in the model above and beyond the Level of Detail specified in section 1.2.3.2.]	*[List items that will be excluded from the model above and beyond the Level of Detail specified in section 1.2.3.2.]*
Added Fields (input into the prime contractor models): 3. Serial Number 4. Manufacturer/Model Number 5. Applied to Elements Below: (taken from the AIA E202 Model Element Detail LOD400) **4.3 Model Element Table** 6. D30 HVAC (all) 7. D50 Electrical (all) 8. . *The model handed off to the Owner will be the Federated Construction Coordination Model (combined models) with O&M information built-in as outlined in the BIM Execution Plan. The CM will attach Prime Trade Contractor O&M info to backend of As-Built Model, once submitted by all Prime Trade Contractors. **Prime Contractors are responsible for the above LOD data input into as-built models.**	10. Link to Product Data 11. Installer Contact Info 12. Supplier Contact Info

Note: Most Current version of software refers to the level of software required for proper coordination and collaboration between the Project Team members. If software upgrades should be deemed necessary by the A/E and CM to perform proper construction coordination, team members should consult with their software providers to perform the necessary upgrades.

School Building Authority of West Virginia

BID CHECKLIST

SBA FORM ~~183~~301

Envelope #1	Initial
Valid Bid Bond	_____
Certification Receipt of Addendum (SBA 184)	_____
Bid Certification Form (SBA 157)	_____
Valid Contractor License	_____
Drug Free Work Place Affidavit (SBA 188)	_____
State of WV Purchasing Affidavit (SBA 185)	_____

Envelope #2	
Bid Form	_____

The proposer shall complete this form in its entirety verifying that the above listed documentation has been provided and enclosed in the proper envelope. Furthermore, this completed form shall be submitted with the proposal in accordance with Section 4.3.1 of the SBA supplemental instructions to bidders. Failure to complete or submit this form shall result in rejection of the proposal.

_____

Contractor Name

_____

Signature

SBA 183
Revised ~~9/2015~~3/2018

School Building Authority of West Virginia

CERTIFICATION OF RECEIPT OF ADDENDA

SBA FORM ~~184~~302

(Complete this form and enclose in Bid Envelope #1)

By submitting this Proposal, the Proposer represents, as more full set forth in the Agreement, that the Proposer has examined copies of all the Contract Documents and hereby acknowledges they have verified that the Proposer is in receipt of the Addenda listed below and that the proposed price reflects the inclusion of these Addenda. The proposer further acknowledges that should it be determined at the time of the bid opening that the proposer has failed to acknowledge receipt of **ALL** of the issued addenda; the proposers bid submission shall be rejected.

Addenda Number	**Addenda Date**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____
Signature

_____
Date

_____
Name & Title of Signer (Please Print)

School Building Authority of West Virginia

BID CERTIFICATION FORM

SBA FORM ~~157~~303

I, hereby certify that the bid requirement found in Article 22, Section 5-22-1 of the West Virginia State Code have or will be met should I be awarded the construction contract for the project referenced below. I further certify that all requirements found in the School Building Authority, Supplemental General Conditions applicable to this project and bound within the bidding documents for this project will be complied with prior to the execution of the construction contract. I understand that if the SBA requirements exceed those of West Virginia Code, the more stringent requirements will apply to this project.

Project Name: _____ Date: _____

Name of Contractor's Company: _____

Signature of Responsible Contractor: _____

Notary's Signature: _____

Notary Seal

SBA FORM ~~188~~304

DRUG FREE WORKPLACE AFFIDAVIT

WV-73
Rev. 08/2013

State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
***West Virginia Code* §21-1D-5**

STATE OF WEST VIRGINIA,

COUNTY OF _____, TO-WIT:

I, _____, after being first duly sworn, depose and state as follows:

1. I am an employee of _____; and,
(Company Name)

2. I do hereby attest that _____
(Company Name)
maintains a valid written drug free workplace policy and that such policy is in compliance with ***West Virginia Code*** §21-1D.

The above statements are sworn to under the penalty of perjury.

By: _____

Title: _____

Company Name: _____

Date: _____

Taken, subscribed and sworn to before me this _____ day of _____, _____.

By Commission expires _____

(Seal)

_____
(Notary Public)

THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.

Rev. August 2013

SBA FORM ~~185~~305

PURCHASING AFFIDAVIT RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (*W. Va. Code* §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ___ day of _____, 20___.

My Commission expires _____, 20___.

AFFIX SEAL HERE **NOTARY PUBLIC** _____

School Building Authority of West Virginia

LIST OF PROPOSED SUBCONTRACTORS EQUIPMENT/MATERIAL SUPPLIERS

SBA FORM ~~123~~307

(This form must be submitted to the SBA within two hours of the close of bid)

Failure to comply with the two hour submission requirement will result in disqualification of the bid.

Phone: (304) 558-2541 **Fax: (304) 558-2539**

The intent of this form is to establish a list of proposed contractors to be performing work on the project site. Additionally, the list shall be used to ensure that all proposed contractors listed are currently in compliance with the SBA and that those listed are performing work on the project site as indicated on this form.

CLEARLY AND LEGIBLY list below, the Prime Contractor's complete name and WV Contractor's license number for this proposal as required by the "West Virginia Contractor Licensing Act" (WV Code Section 21-11) Additionally, clearly and legibly list each category of work and equipment/material for this proposal and the subcontractor or supplier selected for that category of work, also provide each contractor's complete name and WV Contractor's license number for each subcontractor as required by the "West Virginia Contractor Licensing Act." If the branch of work is to be completed solely by an equipment/material supplier, indicate by notation below in the contractor license number column. If the branch of work is to be completed by the general (or prime) contractor submitting the bid, indicate on each division where this occurs provide the name and contractor license number of the contractor that will be performing the work. If no subcontractors will be used to complete the project indicate on the SBA Form 123 that all work will be self-performed and provide the name and contractor license number of the contractor that will be performing the work. DO NOT list multiple contractors for the same category of work. If this occurs, it must be corrected within the two hour submission time frame or the bid will be rejected. The contractor is responsible for selecting subcontractor(s) and/or equipment/material suppliers/contractors. However, the Owner, Architect/Engineer and/or School Building Authority may indicate their concerns about any entity listed which they have reason to believe past experience indicates poor performance may be expected. Therefore, the bidder may be requested to change an unsatisfactory subcontractor or equipment/material supplier should the owner, Architect/Engineer or SBA determine an unsatisfactory sub-contractor is listed. The SBA shall be the sole interpreter of this document to ensure that the information provided by the prime contractor meets the intent of the form. Should the SBA determine that the intent of the form has not been met, the forms SHALL BE RENDERED NULL AND VOID AND WILL RESULT IN REJECTION OF THE PROPOSAL.

It is the responsibility of any contractor soliciting bids or quotes from the subcontractors to verify the eligibility of all proposed subcontractors and equipment/material suppliers being proposed to perform the work and to verify in writing the scope of work proposed by a subcontractor or supplier. The Contractor has full responsibility for satisfactory execution of all work in accordance with the contract documents. Any proposed change of subcontractors or material suppliers must have prior written approval from the SBA and shall be at no additional cost to the Owner, as the Contractor has full responsibility for execution of the work. Contractors, subcontractors and equipment/material suppliers that are on SBA Probation are prohibited from bidding any school project. List all subcontractors along with their WV contractor license number and each category of work each will perform. Additionally, list the Prime Contractor and their WV contractor license number for each category of work they will perform.

I, _____ representing _____
(Signature of Responsible Company) ***(Company Name)***
on this date _____ submit the following list of subcontractors and major material suppliers for your review and comment. This is the final and complete list of companies who will be performing work or supplying materials for _____.
(Project Name)
I agree that once the subcontractors and material suppliers listed are submitted to the SBA, no other subcontractors or substitute for any subcontractors listed below, will be used in the performance of the contract without written approval of the Owner and SBA. I further agree that if non-approved subcontractors or suppliers are used my company shall be placed on probation, unless in its reasonable discretion, the SBA determines otherwise. I understand that, as a result of being placed on probation by the SBA, my company shall be prohibited from bidding SBA projects for a minimum of one year.

Complete Name of Prime Contractor	**Contractor License Number**
_____	_____

Category of Work/Material	**Complete Name Subcontractor/Supplier**	**Contractor License Number**
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____

12. _____ _____ _____

13. _____ _____ _____

14. _____ _____ _____

15. _____ _____ _____

16. _____ _____ _____

17. _____ _____ _____

18. _____ _____ _____

19. _____ _____ _____

20. _____ _____ _____

21. _____ _____ _____

22. _____ _____ _____

23. _____ _____ _____

24. _____ _____ _____

25. _____ _____ _____

26. _____ _____ _____

27. _____ _____ _____

28. _____ _____ _____

29. _____ _____ _____

30. _____ _____ _____

(Use additional pages, if required)

School Building Authority of West Virginia

CONTRACTOR'S QUALIFICATION STATEMENT

SBA FORM ~~105~~308

The undersigned certified under oath that the information provided herein is true and sufficiently complete so as not to be misleading. This document must be submitted by the apparent low bidder(s) within three (3) days after the bid opening and will be used in the bid evaluation process.

SUBMITTED TO: School Building Authority of West Virginia
2300 Kanawha Boulevard, East
Charleston, WV 25311

SUBMITTED BY: Firm Name: _____
Address: _____
_____
Phone: _____
Fax: _____
Email: _____
Principal Office Location: _____
Valid WV Contractor License Number _____

QUALIFICATION STATEMENT SUBMITTED FOR (INSERT PROJECT NAME):

_____
_____
_____

TYPE OF WORK:

Site Preparation	_____	General Construction	_____
Roofing	_____	Plumbing	_____
HVAC	_____	Sprinkler	_____
Electrical	_____	Other	_____

(File separate form for each classification of work)

ORGANIZATION:

Please provide the following information concerning your organization:

TYPE OF ENTITY:

Corporation	_____	Individual	_____
Partnership	_____	Other	_____

~~Revised 9/2015~~

NAME OF PRINCIPAL, OWNERS OR PARTNERS:

Name	Position	Years of Service with Organization
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of years this organization has been in business? _____

Have members of this organization operated under former names/businesses? If "yes," list name, type of entity and names of principal, owners or partners. Yes ___ No ___

_____
_____
_____

Provide a brief description of the general type of construction the firm performs.

_____
_____

Please indicate the work you intend to subcontract or perform for this project.

	Perform	Subcontract		Perform	Subcontract
Earthwork	_____	_____	Plumbing	_____	_____
Concrete	_____	_____	HVAC	_____	_____
Masonry	_____	_____	Electrical	_____	_____
Structural	_____	_____	Other_____	_____	_____
Roofing	_____	_____	Other_____	_____	_____
Sprinkler	_____	_____	_____	_____	_____

Please provide information regarding your company's participation in a drug program that meets the objectives, applicable laws and regulations for a drug free workplace including the use of tobacco and alcohol on school properties.

_____
_____

~~Revised 9/2015~~

Please provide information regarding the experience and skill of the bidder's work force and that of the bidder's designated subcontractors. Attach additional information, if required. (Marked as Attachment __.)

_____ _____
_____ _____
_____ _____
_____ _____

EXPERIENCE:

If you have completed school construction work or similar construction, or completed work on SBA projects, provide a list of projects with individual references that can verify the quality of your work, your ability to construct within budget and your ability to work within the proposed schedule. Attach additional information, if required. (Marked as Attachment __.)

Project Reference

_____ _____
_____ _____
_____ _____

Please list (marked as Attachment __) all major construction projects (schools or other projects) your organization has in progress providing the name of project, owner, architect, contract amount, bonding company, insurance carrier, percentage complete and scheduled completion date.

Please list (marked as Attachment __) major projects (schools or other projects) your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, bonding company, date of completion and percentage of the cost of the work performed with your own forces. Note whether or not each project was completed on schedule.

APPRENTICESHIP PROGRAM:

Please provide information regarding your company's and subcontractor's participation in a bonafide apprenticeship program that is approved by the U.S. Department of Labor, U.S. Bureau of Apprenticeship Training and is administered in compliance with the rules and regulations of the WV Department of Labor. [See DOL 42-7-3.1(i)] (Marked as Attachment __)

REGULATORY COMPLIANCE:

At any time during the past five years, has your firm, or any of its owners or officers been found in violation or in default in any of the following categories: (Attach detailed explanation for all Yes answers.)

Worker's Compensation Laws	Yes _____	No _____
Unemployment Compensation Laws	Yes _____	No _____
Federal and State Prevailing Wage Laws	Yes _____	No _____
Fair Labor Standards Act	Yes _____	No _____
Compliance with fringe benefit contributions (i.e., health insurance and pension benefits)	Yes _____	No _____
Immigration Reform and Control Act (IRCA)	Yes _____	No _____

INSURANCE AND BONDS:

Please list name of current insurance carrier and number of projects insured by carrier:

Insurance Carrier	Number of Projects
_____	_____

(Marked as Attachment __, if required)

Please list name of bonding company(s)/agent(s) utilized for projects constructed during the last five years:

Bonding Company	Bonding Company/Agent
_____	_____
_____	_____
_____	_____

CLAIMS AND SUITS: (Attach detailed explanation for all Yes answers)

Has your organization ever failed to complete any Construction work it has been awarded?	Yes ____	No ____
Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please describe in full)	Yes ____	No ____

Has there been in the last ten (10) years, or is there now pending or threatened, any litigation, arbitration, investigation, or governmental or regulatory proceeding involving claims in excess of $100,000 or requesting a declaratory judgment or injunctive relief with respect to the construction or operation of any building which your firm, its principals, predecessors or affiliates constructed?	Yes ____	No ____
Is there any potential claim, demand, litigation arbitration, investigation, governmental proceeding or regulatory proceeding involving your firm, or its principals, predecessors or affiliates? If the answer to either of the preceding questions is "yes," please describe in full in an attachment.	Yes ____	No ____
In addition to the litigation, arbitration, investigation or governmental or regulatory proceeding referred to in the preceding paragraphs, is there any litigation, arbitration, investigation or governmental or regulatory proceeding now pending or threatened to which your firm is or may be a party, or are you aware of any potential claim or demand, which might otherwise affect the capacity of your firm to perform with respect to your involvement with the School Building Authority of West Virginia, whether or not it concerns other work which you have undertaken? If so, please describe in full.	Yes ____	No ____
Is your company currently in default on any departments to the state or political subdivisions that in aggregate exceeds $1,000? See WV Code 5A-3-10a.	Yes ____	No ____
At any time during the past five (5) years has your firm, or any of its owners or officers, been debarred or otherwise deemed ineligible to bid on or be awarded a public works contract or perform work as a subcontractor on a public works contract, under the laws of the federal government, state, county or municipal authority?	Yes ____	No ____
At any time during the last five (5) years has your firm, or any of its owners or officers, been convicted of a crime relating to the awarding of a contract for a public works construction project,	Yes ____	No ____

or the bidding or performance of a public works project?

Is there any person owing ten (10) percent or more of this company, or officer of the company, that is currently, or at the time of the bid, on the Worker's Compensation Employer Violator System? If yes, provide name of individual. Yes ____ No ____

_____
_____

BANKRUPTCY:

Has your firm, its principals, predecessors, or affiliates been the subject of any proceeding under the federal bankruptcy laws or any other proceeding under state or federal law in which a court or government agency has assumed jurisdiction over any of the assets or business of your firm, its principals, predecessors or affiliates? If so, please identify the proceedings, the court or governmental body and the date such jurisdiction was assumed in an attachment. Yes ____ No ____

FINANCIAL CONDITION:
Financial Statements are required for every contractor and subcontractor working on an SBA funded project. This confidential statement is kept on file in the SBA office and is valid for one calendar year. Once expired, a new statement will be required as a condition of future bid awards.** ***The Contractor Qualification Statement is considered incomplete unless this financial information is provided.

Please attach your organization's last two (2) years financial statements including your latest balance sheet and income statement showing the following:

Current Assets (e.g., cash, joint venture accounts, accounts receivable, accrued income, deposits, materials inventory and prepaid expenses);
Net Fixed Assets;

Other Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

Name and address of firms attached financial statement and date thereof.

CHANGE ORDER HISTORY:

Describe each instance within the last five (5) years where change orders applied for during construction amounted in the aggregate to more than five percent (5%) of the
(Revised 6/09)
contract price for any building which your firm constructed, or in which actual construction costs exceeded the contract price by more than five percent (5%). (Exclude owner requested change orders). (Marked as Attachment __, if required)

Project	Change Order/Construction Cost Overrun Amounts
_____	_____
_____	_____
_____	_____

REFERENCES:

Please list below trade references:

_____
_____
_____

Please list below bank references:

_____
_____
_____

Please list below completed project owner references:

_____
_____
_____

SIGNATURE AND NOTARY:

Dates at _____ this _____ day of _____, 20__.

Name of Organization: _____
_____
_____

By: _____

Title: _____

State of _____, County of _____

Subscribed and sworn before me this _____ day of _____, 20__.

Notary Public: _____

My Commission Expires: _____

Notary Seal

SBA ~~105~~308
Revised ~~9/2015~~3/2018

School Building Authority of West Virginia

LIST OF PROPOSED THIRD-TIER SUBCONTRACTORS EQUIPMENT/MATERIAL SUPPLIERS

SBA FORM ~~193~~309

THIS FOR IS TO BE COMPLETED FOR EACH PROPOSED SUBCONTRACTOR LISTED ON PRIME CONTRACTOR'S SBA FORM 123 AS A PART OF THE SEVENTY-TWO HOUR SUBMISSION REQUIREMENTS. FAILURE TO COMPLY WITH THIS REQUIREMENT WILL RESULT IN DISQUALIFICATION OF THE BID.

The intent of this form is to establish a list of proposed contractors to be performing work on the project site. Additionally, the list shall be used to ensure that all proposed contractors listed are currently in compliance with the SBA and that those listed are performing work on the project site as indicated on this form.

CLEARLY AND LEGIBLY list below, the Third-Tier Contractor's complete name and WV Contractor's license number for this proposal as required by the "West Virginia Contractor Licensing Act" (WV Code Section 21-11). Additionally, clearly and legibly list each category of work for this proposal and the third-tier subcontractor selected for that category of work, also provide each contractor's complete name and WV Contractor's license number as required by the "West Virginia Contractor Licensing Act." If the branch of work is to be completed by the contractor submitting the bid, indicate on each division where this occurs and provide the name and contractor license number of the contractor that will be performing the work. If no third-tier subcontractor will be used to complete the project, indicate on the SBA Form 193 that all work will be self-performed and provide the name and contractor license number of the contractor that will be performing the work. DO NOT list multiple contractors for the same category of work. The contractor is responsible for selecting subcontractor(s) and reviewing and accepting the third-tier contractors listed. However, the Owner, Architect/Engineer and/or School Building Authority may indicate their concerns about any entity listed which they have reason to believe past experience indicates poor performance may be expected. Therefore, the prime and subcontractor may be requested to change an unsatisfactory third-tier subcontractor should the owner, Architect/Engineer or SBA determine an unsatisfactory third-tier sub-contractor is listed. The SBA shall be the sole interpreter of this document to ensure that the information provided by the prime and all subcontractors meets the intent of the form. Should the SBA determine that the intent of the form has not been met, the forms SHALL BE RENDERED NULL AND VOID AND WILL RESULT IN REJECTION OF THE PROPOSAL.

It is the responsibility of any contractor soliciting bids or quotes from the subcontractors and third-tier subcontractors to verify the eligibility of all proposed subcontractors and third-tier subcontractors being proposed to perform the work and to verify in writing the scope of work proposed to be completed. All Contractors have full responsibility for satisfactory execution of all work in accordance with the contract documents. Any proposed change of third- tier subcontractors must have prior written approval from the SBA and shall be at no additional cost to the Owner, as the Prime Contractor has full responsibility for execution of the work. Contractors and subcontractors that are on SBA Probation are prohibited from bidding any school project. List all third-tier subcontractors along with their WV contractor license number and each category of work they will perform.

I, _____ representing _____
(Signature of Responsible Company) ***(Company Name)***
on this date _____ submit the following list of subcontractors for your review and comment. This is the final and complete list of companies who will be performing work for _____ on _____.
(Prime Contractor Name) ***(Project Name)***
I agree that once the subcontractors listed are submitted to the SBA, no other subcontractors or substitute for any subcontractors listed below, will be used in the performance of the contract without written approval of the Owner and SBA. I further agree that if non-approved subcontractors are used my company shall be placed on probation, unless in its reasonable discretion, the SBA determines otherwise. I understand that, as a result of being placed on probation by the SBA, my company shall be prohibited from bidding SBA projects for a minimum of one year.

Complete Name of Subcontractor ***Subcontractor License Number***

_____ _____

Category of Work	***Complete Name Third Tier Subcontractor/Supplier***	***Third-Tier Contractor License Number***
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____

12. _____ _____ _____

13. _____ _____ _____

14. _____ _____ _____

15. _____ _____ _____

16. _____ _____ _____

17. _____ _____ _____

18. _____ _____ _____

19. _____ _____ _____

20. _____ _____ _____

21. _____ _____ _____

22. _____ _____ _____

23. _____ _____ _____

24. _____ _____ _____

25. _____ _____ _____

(Use additional pages, if required)

I _____*, representing* _____ *on this date* _____
(Prime Contractor) ***(Company)***
acknowledge that I have reviewed and approve of the SBA Form 193 provided by my

Subcontractor _____ *on the* _____.
(Company) ***(Project Name)***

SBA ~~193~~309
Revised ~~9/2016~~3/2018

School Building Authority of West Virginia

SUB-CONTRACTOR'S CERTIFICATION OF WORKER COMPLIANCE WITH WV CODE & SBA POLICY

SBA FORM ~~182~~310

County _____ Date _____

Project/School Name _____

The undersigned, Sub-Contractor for the above referenced project, does hereby certify to the Prime Contractor that it has fully complied with the requirements of West Virginia Code 21-1B with regard to verifying the legal status and authorization to work of all its employees that will be present on this construction site. Additionally, the undersigned, for the above referenced project, does hereby certify that it has verified the criminal records of all its employees who will work on this project and that none of such employees have been required to register as a sex offender under West Virginia Code 15-12-2.

The undersigned has required each employee to produce at least one valid picture I.D. to substantiate their name and address.

_____

SUB-CONTRACTOR

_____

Company Name

STATE OF WEST VIRGINIA,

COUNTY OF _____ TO-WIT:

I, the undersigned Notary Public, within and for the County and State as aforesaid, do hereby certify that _____, Sub-Contractor in the above listed
Subcontractor Name
project, has this day personally acknowledged the same before me in my said County and State.

Taken, subscribed and sworn to before me on this the _____

Day of _____.

My commission expires: _____.

_____

NOTARY PUBLIC

School Building Authority of West Virginia

PRIME CONTRACTOR'S CERTIFICATION OF WORKER COMPLIANCE WITH WV CODE & SBA POLICY

SBA FORM ~~181~~311

COUNTY _____ DATE _____

PROJECT/SCHOOL NAME_____

The undersigned, Prime Contractor for the above referenced project, does hereby certify that it has fully complied with the requirements of West Virginia Code 21- 1B with regard to verifying the legal status and authorization to work of all its employees that will be present on the construction site. Additionally, the undersigned for the above referenced project, does hereby certify that it has verified the criminal records of all its employees who will work on this project and that none of such employees have been required to register as a sex offender under West Virginia Code 15-12-2.

The undersigned has required each employee to produce one valid picture I.D. to substantiate their name and address. The undersigned further certifies that it will require each of its sub-contractors to execute a certificate (SBA Form 182) containing all of the above matters prior to such sub-contractor beginning work on the above referenced project and that it will retain each of these certificates on file and make them available for inspection by the proper authority .

_____
PRIME CONTRACTOR SIGNATURE

REPRESENTING _____
COMPANY NAME

STATE OF WEST VIRGINIA,

COUNTY OF _____ TO-WIT:

I, the undersigned Notary Public, within and for the County and State as aforesaid, do hereby certify that_____ for the above listed project, has
(CONTRACTOR NAME)
this day personally acknowledged the same before me in my said County and State.

Taken, subscribed and sworn to before me on this the _____day of _____.

My commission expires: _____.

_____
NOTARY PUBLIC

SBA ~~181~~311
Revised ~~9/2015~~3/2018 (Submit this form to the owner)

School Building Authority of West Virginia

CERTIFICATION OF RECEIPT OF WORKER VERIFICATION

(County Board of Education/Other Grant Recipient)

SBA FORM ~~180~~312

County/Grant Recipient _____ Date _____

Project/School Name _____ Location _____

The undersigned, for and on behalf of the above referenced county/grant recipient, or Board of Education, does hereby certify that it has in its possession and filed certification from the Prime Contractor in the above project on SBA Form No. 181 with regard to the requirements of West Virginia Code 21-1B-4 regarding the verification of the legal employment status of all workers that will be employed for this project.

The county/grant recipient further certifies that it has received and has filed Prime Contractor certifications that none of the employees on this project have been required to register as a sex offender under these provisions.

Further, that each employee of the Prime Contractor, Subcontractor that may have access to students or the school grounds has been required to produce one valid picture I.D. to substantiate their name and current address.

_____
(Superintendent Signature)

_____
For the Board of Education of the
County of _____,
West Virginia

SBA ~~Form 180~~312
Revised ~~9/2015~~3/2018 (Submit this form to the SBA)

School Building Authority of West Virginia

MONTHLY ANTICIPATED ADVERSE WEATHER DELAYS

SBA FORM ~~186~~313

Monthly Adverse Weather Delay Days (State Average)										
	Maximum Temp ≤ 32 degrees F			Participation > 0.10 inches			Snowfall > 1.0 inches			
Month	Observed	Historic	Diff.	Observed	Historic	Diff.	Observed	Historic	Diff.	Time Extension Allowed
January		9			7			4		(Observed-Historic) +(Observed-Historic) =Total [Use the greatest value of Participation or Snowfall]
February		5			7			3		
March		1			8			2		
April		0			8			0		
May		0			9			0		
June		0			8			0		
July		0			8			0		
August		0			7			0		
September		0			6			0		
October		0			6			0		
November		1			7			1		
December		6			7			3		
Total										

Note:

*** The Contractor's progress schedule must reflect the anticipated weather delay days that are provided on this form.**

SBA ~~186~~313
Revised ~~9/2015~~3/2018

School Building Authority of West Virginia

CONSTRUCTION (CPM) SCHEDULE

SBA FORM ~~187~~314

I. INTRODUCTION

13. For the purpose of planning, developing and executing a school construction project each project shall be accompanied by a progress construction schedule. The construction progress schedule shall be developed in the Critical Path Method (CPM). Not only shall the progress construction schedule be used as a resource by the Prime Contractors in the execution the Work, but also so the Owner and its assigned representatives are able to monitor progress and be reasonably assured the project is progressing toward its completion within the timeline requirements.

II. DEFINITIONS

a. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of the project. This method calculates the minimum completion time for a project along with the possible start and finish time for the project activities.

b. Notice to Proceed: A written notice from the Owner or Owner's representative to the Contractor(s) in which the Contractor(s) is authorized to proceed with the work on a specified date. The Notice to Proceed date shall be considered the basis of commencement of the contract construction duration as specified in the Contract Documents, unless otherwise indicated.

c. Contract Construction Duration: The amount of time specified by the Contract Documents for the completion of the Project.

d. Contract Completion: The Contract Completion date is the projected project completion date based on the commencement of work on Notice to Proceed date and Contract Construction Duration; as may also be specified in the Owner's published Notice to Proceed (NTP). The Contractor's Completion date obligations and the Owner's Claims for Delay obligation are based on the Contract Completion Date.

e. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.

   i. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.

   ii. Predecessor Activity: An activity that precedes another activity in the network.

   iii. Successor Activity: An activity that follows another activity in the network.

f. Event: The starting or ending point of an activity.

g. Duration: The amount of time estimated to complete an activity in the time scale used in the schedule (work days). Planned production rates and available resources will define the duration used in a given schedule. A defined activity duration shall be no longer than 15 work days, unless otherwise approve by the Owner or Owner's representative in advance.

h. Early Start: The first day of a project on which work on an activity can start if all proceeding activities are completed as early as possible.

i. Early Finish: The first day of a project on which work on an activity is complete, assuming work began on its early start.

j. Late Start: The last day or deadline for the start of an activity before it will delay the completion of the project.

k. Late Finish: The last day or deadline for the completion of an activity before it will delay the completion of the project.

l. Actual Start: The date that an activity actually began.

m. Actual Finish: The date that an activity finished.

n. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall project duration and contains no float.

o. Float: The measure of leeway in starting and completing an activity. The difference (in days) between the early start / finish and late start / finish.

    i. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.

    ii. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned project completion date.

    iii. Float shall not be for the exclusive use or benefit of either Owner or Contractor(s), but is a jointly owned, expiring project resource available to both parties as needed to meet schedule milestones and contract completion date.

p. Milestone: Zero duration activities that call attention to noteworthy events in the project schedule. They can represent a variety of significant events and may indicate either the start or completion of a significant series of events (i.e. – "topped-out", "dry-in", equipment delivery, etc.)

q. Constraint: A limitation placed on a project schedule activity that affects the start or end date of an activity or series of activities. Constraints have been used to fix imposed dated for a work activity.

    i. As Soon As Possible is the default constraint type. This constraint schedules the work item to the earliest possible time that the work activity can start, based on the existing project logic.

    ii. Start No Earlier Than is used to restrict an activity to start on or after a specified constraint date. A constraint date must be specified before which the task must not start.

    iii. Finish No Later Than is used to restrict an activity to complete on or before a specified constraint date. A constraint date must be specified after which the task must not start.

r. Fragnet: A sequence of new activities that are proposed to be added to the existing schedule. The fragnet shall identify the predecessors to the new activities and demonstrate the impact to the successor activities

s. Baseline Schedule: A fixed project schedule that is the standard which project performance is measured. The current schedule is copied into the baseline schedule that remains frozen until it is reset. Resetting the baseline is done when the scope of the project has been changed significantly. At that point, the original or current baseline become invalid and should not be compared with the current schedule.

t. As-Built Schedule: The record of the history of the construction project in the form of a schedule, and is comprised of a bar-chart record of the start and end dates of every activity that actually took place, without necessarily having any logic links.

u. Resource Loading: The allocation of manpower and equipment necessary for the completion of an activity as scheduled.

v. Approval of Schedule: The general and unanimous executed agreement by the Contractor(s), Owner, Architect, Consultant, and/or Construction Manager of the CPM schedule. *The Owner or Owner Representative's approval of the submitted schedule in no way established an obligation on the Owner for Claims for Delay by the Contractor based on the Contractor early completion. Any Claims for Delay by the Contractor shall be based on the provision of this specification which only contemplates impact to the proposed contract completion date.*

w. Schedule Consultant: An independent third party responsible for the planning, development, update, maintenance, monitoring and reporting of the CPM schedule. The schedule consultant may be contracted by either the Contractor or Owner.

x. Early Completion: Early completion of the project is permitted, however, neither the Contractor(s) nor the Owner are bound to an early completion, even if projected by and approved in the final version of the CPM schedule. The Contractor's completion date obligation and the Owner's Claims for Delay obligations under this agreement are associated with the proposed contract completion date as defined by the Contract Documents, not an approved Contractor proposed early completion date. Notwithstanding the preceding, the Owner reserves the right to reject a proposed CPM Schedule that shows an early completion date if the schedule appear to be unreasonable or unrealistic.

y. Delay Claims: A period of time for which the project has been extended or work has not been performed which are excusable in accordance with the Contraction Documents. A delay must be excusable in order to be the basis for an extension of time or additional compensations.

z. Excusable Delay: An excusable delay shall be defined by the Contract Documents and typically involve matters beyond the Contractor(s) control. Examples of excusable delay include design errors and omissions, owners initiated changes, weather impact, or acts of God.

aa. Non-Excusable Delay: A non-excusable delay is a delay for which the Contractor(s) has assumed the risk in accordance with the Contract Documents. It is the responsibility of the Contractor to prevent acts, or negligence, by the Contractor(s) which may be cause for delay.

bb. Concurrent Delay: A concurrent delay is a second independent delay occurring during the same time period as the delay for which recover is sought. A Contractor seeking increased compensation is ultimately responsible for the concurrent delay and may not be able to recover any compensation for the initial delay.

III. EXECUTION

a. Outline Schedule and Sequence Plan

i. An outline schedule and sequence plan shall be provided to the Prime Contractor(s) in the Bid Documents.

ii. The outline schedule and sequence has been developed to coordinate Prime Contractors in a Multiple Prime Contract, and shall be the basis for the CPM construction schedule. In the event a project is selected by the Owner as a Single Prime Contract, the Prime Contractor shall be responsible for development and

distribution of an outline schedule and sequence plan to subcontractor, vendors, etc.

iii. The Prime Contractors have the right to make changes to the outline schedule and sequence plan; however any changes shall require the unanimous approval and sign-off by all Prime Contractors, Architect and Owner. In the event of modifications by the Prime Contractors the project duration shall remain in effect (i.e. - 424 calendar days).

iv. If the Prime Contractor(s) has sufficient reason to modify the outline schedule they shall provide in writing to the Owner and/or Owner's representative:

1. Reason for modification to the outline schedule and sequence plan
2. Unanimous approval by all Prime Contractors of modified outline schedule and plan.

b. Scheduling Requirements

i. At the Pre Construction Meeting, the Owner's representative shall review the CPM schedule requirements as indicated in the Contract Documents with the Prime Contractor(s).

ii. Responsibilities:

1. Means and Methods: AIA A201,3.3.1 - "*The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequence and procedures and for coordinating all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters*."
2. General Trades Contractor:
   a. Unless otherwise specified, the General Trades Contractor shall be responsible for the construction progress schedule development, maintenance, monitoring and reporting, and shall schedule meetings to facilitate / coordinate / maintain a CPM schedule for the duration of the project.
   b. The General Trades Contractors shall demonstrate to the Owner specialized experience in the development, maintenance, monitoring and reporting of CPM scheduling. A minimum of three (3) years full-time (exclusive) or five (5) years part-time (with other responsibilities) experiences with CPM schedules of similar size and complexity shall be required. The name and experiences shall be submitted to the Owner and/or Owner's representative, along with examples of the individual's past schedules.
      i. In the event the Owner and /or Owner's representative determines the General Trades Contractor does not possess the capability in-house to perform the requirements of the CPM Schedule, the Owner may elect, at no additional cost to the Owner, to require the General Trades

Contractor to hire a Schedule Consultant that possess the specialized experience in performing the requirements as stated herein.

c. Receive input from each Prime Contractor for the development, maintenance, monitoring and reporting of the progress construction schedule.

3. Prime Contractors:

a. Provide General Trades Contractor with sufficient information / feedback regarding activities, duration and logic associated with the development, maintenance, monitoring, reporting, and overall information required to properly maintain the construction progress schedule.

c. Schedule Development

i. The construction progress schedule development shall be conducted in a meeting, or series of meetings, for the purpose of generating a feasible plan to execute the construction project.

1. The General Trades Contractor shall chair / conduct the meeting(s) related to the construction progress schedule. The General Trades Contractor shall be responsible for setting the meeting agenda, regulating and ensuring the meeting is productive in the development of the construction progress schedule. The meeting agenda shall be submitted in advance to the Owner for review.

2. The schedule development meeting(s) should be held no later than 2 weeks after the preconstruction meeting. This will allow the Prime Contractors (and subcontractors) to assign staff, procure subcontracts, review documents and develop a plan to execute the work. It is critical the personnel responsible for directing the Work in the field be in attendance. These individual shall also be familiar with the project requirements and be prepared to participate in the meeting(s).

3. Prime Contractor(s) shall attend with major subcontractor ready to discuss the plan to execute the Work. The construction progress schedule shall be developed and phased according to the order the work will occur (i.e. – site, concrete, masonry, steel, roof, MEP, finishes).

4. For the purpose of the CPM schedule development, the General Trades Contractor shall solicit from the other Prime Contractors a list of activities included with activity durations and at least one (1) predecessor and successor activity (i.e. – activity - block fill paint / duration – 3 days / predecessor – rub masonry walls / successor – first finish coat paint). These activities shall be provided to the General Trades' Contractor prior to meeting. The General Trades Contractor shall incorporate the activities, durations and initial logic from the other Prime Contractors into the schedule software. *It may be recommended the General Trades Contractor schedule an individual and separate meeting with each of the Prime Contractor prior to scheduling a meeting with all Prime Contractors together.*

5. From the information provided by the Prime Contractor(s), the General Trades Contractor shall prepare the CPM schedule. The CPM schedule will be distributed to the Prime Contractor(s) for their review and feedback. If needed, additional meetings may be held to review the CPM schedule with the Prime Contractor(s). The additional meetings shall be at the General Trades Contractors and/or Owner's discretion, or as may be requested by a Prime Contractor.

6. Once the CPM schedule has been reviewed with feedback from the Prime Contractors, the General Trades Contractor shall make the necessary final adjustment and distribute the proposed Baseline CPM Schedule to the Prime Contractors for execution / signatures. The General Trades Contractor shall provide a signature line for each Prime Contractor on the Baseline CPM Schedule. **The executed Baseline CPM Schedule, as defined above under Approval of the Schedule, shall be considered the Approved Construction Progress Schedule only after review and agreement by the Owner.**

7. The Baseline Schedule (and updates) shall then be submitted to the Owner and/or Owner's representatives for review.

    a. When submitting a CPM schedule to the Owner it shall be in the Gantt Chart View with the following columns in display.

        i. Task Name
        ii. Percentage Complete
        iii. Original Duration
        iv. Remaining Duration
        v. Early Start
        vi. Early Finish
        vii. Actual Start
        viii. Actual Finish
        ix. Total Float / Slack
        x. Resource Group (assigned to each Prime Contractor)

8. The Approved Construction Progress Schedule shall be submitted for use not later than 45 calendar days after the date establish for the Notice to Proceed; otherwise, in accordance with the Contract Documents (SBA Supplemental Conditions, General Conditions, Section II), *"… an approved construction schedule must be in place prior to the second pay application being requested. Failure to comply with this provision will result in delayed processing of this and all future pay applications until the owner and SBA approved schedule is in place."*

9. The construction progress schedule shall be developed and consist of activity categories as follows, but not limited to, milestones, critical submittals, civil / site, structural systems, building envelope, systems rough-ins, mechanical / electrical / telecom rooms, interior finishes and close-out; each category consists of furthermore individual activities.

14. The below table of activities provides a list of typical minimal individual activities that should be included in the CPM schedule. The activities in this table are intended to represent activities that are typical of school construction projects, and it is understood depending on the specific design of individual projects these activities may somewhat vary.

15. The CPM schedule shall be further arranged by Phase / Sequence / Area. The activity categories and representative individual activity should be duplicated within each Phase / Sequence / Area. The following is a representative example of how this shall occur.

16. Example:
    17. Area A
18. Structural Systems
19. Foundations
20. U/G Plumbing
21. U/G Electrical
22. Masonry to Finish Floor
23. Concrete Slab on Grade
24. Etc.
25. Building Envelope
26. Roof Blocking
27. Roof Mechanical Curbs
28. Roof Insulation & Membrane
29. Etc.
30. Area B
    31. Structural Systems
32. Foundations
33. U/G Plumbing
34. U/G Electrical
35. Masonry to Finish Floor
36. Concrete Slab on Grade
37. Etc.
38. Building Envelope
39. Roof Blocking
40. Roof Mechanical Curbs
41. Roof Insulation & Membrane
42. Etc.
    43. Area C
    44. Etc.
    45.

Table of Activities:

46. MILESTONES	47. CRITICAL SUBMITTALS	48. CIVIL / SITE	49. STRUCTURAL SYSTEMS	50. BUILDING ENVELOPE
51. Notice to Proceed	52. Site Utility Structures	53. Excavation	54. Foundation / Footers	55. Roof Blocking
56. Building Utility Connections (each type)	57. Concrete Reinforcing Steel	58. Storm Sewer	59. U/G Plumbing	60. Roof Mechanical Curbs
61. Major Equipment Delivery	62. Doors, Frames and Hardware	63. Sanitary Sewer	64. U/G Electrical	65. Roofing System
66. Building Dry-in (Each Phase / Area)	67. Steel Lintels	68. Water Service	69. Masonry to Finish Floor Elevation	0. Roofing System Soffits, Coping & Flashing
71. Building Conditioned Air (Temporary / Permanent) (Each Phase / Area)	72. Structural Steel	73. Gas Service	74. Concrete Slab on Grade / Deck	75. Exterior Veneer System
76. Substantial Completion	77. Steel Joist & Deck	78. Electrical / Telecom Service	79. Door Frames	80. Exterior Window Frames / Glazing
81. Final Completion	82. Kitchen Equipment	83. Site Concrete Paving	84. Masonry (Bearing)	85. Exterior Doors
86.	87. Mechanical Equipment	88. Site Asphalt Paving	89. Steel Joists & Bridging	90.
91.	92. Electrical Switchgear & Panel Boards	93. Site Finishes	94. Metal Deck	95.

96.

Cont'd

97. SYSTEMS ROUGH-IN	98. MECHANICAL / ELECTRICAL / TELECOM ROOMS	99. INTERIOR FINISHES	100. CLOSE OUT
101. Electrical Panelboards	102. Equipment Pads	103. Paint Block Fill / Prime Coat	104. Testing, Adjustment & Balance
105. Electrical / Fire Raceways Alarm Rough-in	106. Electrical Panelboards	107. Paint First Finish Coat	108. Commissioning
109. Electrical Conductors / Wire	110. Electrical Transformers	111. Paint Second Finish Coat	112. Training & Demonstration
113. Fire Alarm Annunciator Panel	114. Electrical Raceway Rough-in	115. Paint Exposed Ceiling	116. A/E Prepare Punchlist
117. Fire Alarm Wire	118. Electrical Conductors/Wire	119. Above Ceiling Inspection	120. Fire Marshall Inspection / Occupancy Permit
121. Cable Tray	122. Data Racks & Switches	123. Ceiling Grid	124. Substantial Completion
125. Telecom / Security Cable	126. Fire Sprinkler Value / Riser Assembly	127. Electrical Light Fixtures	128. Contractor Perform Punchlist
129. Storm Pipe Rough-in	130. Fire Sprinkler Pipe Rough-in	131. HVAC Registers & Grills	132. Final Completion
133. Storm Pipe Insulation	134. Domestic Water Rough-in	135. Fire Sprinkler Drops & Heads	136.
137. Sanitary Rough-in	138. Domestic Water Insulation	139. Plumbing Fixtures	140.
141. Domestic Water Rough-in	142. Plumbing Backflow Preventer	143. Floor Finishes & Base (each type)	144.
145. Domestic Water Insulation	146. Plumbing Equipment (i.e. – hot water tank, etc.)	147. Metal Lockers	148.
149. Fire Sprinkler Rough-in	150. Gas Piping Rough-in	151. Casework	152.
153. HVAC Duct Rough-in	154. HVAC Duct Rough-in	155. GWB Bulkheads	156.

157. HVAC Duct Insulation	158. HVAC Duct Insulation	159. ACT Ceilings	160.
161. HVAC Pipe Rough-in	162. HVAC Pipe Rough-in	163. Doors & Hardware	164.
165. HVAC Pipe Insulation	166. HVAC Pipe Insulation	167. Electrical / Fire Alarm / Telecom / Security / HVAC Controls Devices & Trim	168.
169. HVAC Equipment (i.e. – fan coils, UV, VAV, RTU, heater, etc.)	170. HVAC Equipment (i.e. – chiller, boilers, pumps, AHU DOA, etc.)	171. Signage	172.
173. HVAC Controls & Wire	174. HVAC Controls & Wire	175. Toilet Partitions & Accessories	176.
177.	178. HVAC Equipment Start-up	179. Display Boards & Accessories	180.

181.

d. Schedule Update

i. The General Trades Contractor shall schedule a monthly meeting, of which they shall chair / conduct, to facilitate / coordinate the construction progress schedule update with the Prime Contractor(s).

1. The schedule update shall be conducted in coordination with the application for payment timelines established by the Contract Administrator. It is recommended the construction progress schedule update meetings be performed on-site and coincide with the Owner's Progress Meetings. The schedule update meeting will be scheduled in advance by the General Trades Contractor, with input from the Owner and/or Owner's representative.

2. Prime Contractors shall provide the General Trades Contractor with activity actual start and finish dates. If an activity has started, and is in progress, the estimated remaining days to complete the activity shall be provided in lieu of a finish date. The General Trades Contractor shall solicit progress update information from Prime Contractors a minimum of seven (7) work days prior to the progress update meeting. *The update information shall be provided to the General Trades Contractor a minimum of three (3) work days prior to the update meeting.*

3. Upon receipt of the update information, the General Trades Contractor shall include the actual start and finish dates, and remaining days into the schedule software and run a project update. The progress update / status date shall be consistent from month to month (i.e. – 15th of each month). The General Trades shall then provide the other Prime Contractors with a copy of the progress update a minimum of one (1) day prior to the update meeting.

4. Prime Contractor(s) shall advise the General Trades Contractor of any sequence and/or logic and/or coordination changes that need to be made to conform to the progress of the Work. *These changes to the construction progress schedule shall be performed during the progress update meeting.*
5. From the information provided by the Prime Contractors, the General Trades Contractor shall complete the update to the CPM schedule. The construction progress schedule update will be distributed to the Prime Contractors for their review, feedback and acceptance.
6. Once the updated CPM schedule has been reviewed with feedback from the Prime Contractor(s), the General Trades Contractor shall make the final adjustment necessary and distribute the approved updated construction progress schedule to the Prime Contractors, Owner and Owner's representative.

ii. The construction progress schedule shall be able to be sort by each Prime Contractor and distributed accordingly. Distribution of the construction progress schedule shall be sorted and provided to the Prime Contractors, Owner and Owner's representative as follows:
   a. Incomplete Activities
   b. Critical Activities
   c. By Each Prime Contractor's Activities
   d. Otherwise requested by the Owner and/or Owner's representative

iii. Each month's progress schedule update shall be submitted with each Prime Contractors application for payment. Failure to provide a progress schedule update with the *application for payment may be reason for Owner to withholding one or all Prime Contractor's progress payments for said month.*

e. Two –Week Look Ahead

i. The General Trades Contractor shall distribute each Prime Contractors two-week look ahead schedules for the Owner's Progress Meetings, which shall be provided to the Prime Contractors a minimum of one (1) day prior to the update meeting.

ii. A copy of each Prime Contractor's two-week look ahead shall also be provided to the Owner and Owner's representative at the meeting; along with a progress update sort by Critical Activities.

f. Baseline Schedule Changes

i. In the event significant modifications are required, which may cause changes to the overall sequence / phasing of Work, the progress construction schedule baseline will need to be re-established. Upon these modifications being made to the CPM schedule, the General Trades Contractor shall establish a new construction progress schedule baseline.

ii. Whenever a new schedule baseline is establish it shall require the unanimous approval and sign-off by all Prime Contractor(s), Architect and Owner.

iii. The General Trades Contractor shall make the necessary adjustment and distribute the proposed new Baseline CPM Schedule to the Prime Contractors for review and feedback. Once feedback is provided by the Prime Contractors the newly established Baseline CPM Schedule shall be prepared for execution / signatures by the Prime Contractors. The General Trades Contractor shall provide a signature line for each Prime Contractor on the newly established Baseline CPM Schedule. **The executed newly established Baseline CPM Schedule, as defined above under Approval of the Schedule, shall be considered the revised Approved Construction Progress Schedule only after the review and agreement by the Owner.**

iv. A revised Baseline Schedule shall then be submitted to the Owner and/or Owner's representatives for review. *Once an Approved Schedule is in place, the Owner and /or Owner's representative have to the authority to reject any submission where it revises the approved schedule's baseline if it is not deemed to be in the express interest of the Owner.*

g. Schedule Recovery

i. In the event the schedule update indicates the project progress is more than 10 days behind a separate recovery schedule shall be required showing the means by which the Prime Contractor(s) responsible for the delay intend to regain compliance.

ii. The Prime Contractor(s) identified in delay shall provide the General Trades Contractor, the Architect and Owner with a written plan of recovery. This recovery plan shall be incorporated into the recovery schedule (by the General Trades Contractor), which will be submitted to the Architect and Owner for approval.

iii. In addition to the written plan of recovery, the General Trades Contractor shall schedule a meeting with the Prime Contractor(s) identified in the delay. The CPM schedule shall reflect the Prime Contractor(s) plan to bring the project back in compliance.

iv. The recovery schedule shall be completed and submitted prior to final submission of the application for payment to the Owner. Application for payment shall not be approved without an attached recovery schedule.

h. Claims of Delay

i. Delays and related claims shall be governed by the Contract Documents; specifically, but not limited to, the AIA 201 – General Conditions of the Construction Contract, Articles 8 & 15, and the SBA Supplemental Conditions – Appendix J, Part II . In the event of a conflict, the requirements of these conditions shall take precedence over the stipulations provided in this section.

ii. In addition to the requirements of the Contract Documents, the Prime Contractor(s) bringing claim for delay must provide / substantiate said claim to the Owner and/or Owner's representative.

iii. The premise of all delay claims shall be based on the approved construction progress schedule. Delays related to non-critical activities shall not be considered a legitimate delay as they do not extend the project completion date. The basis of delays shall be associated with critical activities, also known as Critical Path Activities. The delay to the Critical Path shall be established by the insertion of a fragnet into the CPM schedule.

iv. All claims for extensions of time shall be accompanied by the following documentation:

1. written notice no more than seven (7) calendar days after the beginning of the delay,
2. complete detailed report of the delay, including all support documentation for the delay event,
3. a fragnet to the approved construction progress schedule. When submitting a fragnet, the Contract shall compute two finish dates. The first finish date shall be computed without consideration of any impact by the fragnet. The second finish date shall be computed with consideration of any impact by the fragnet,

i. Any / all delay claims, including support documentation, must be submitted to the Owner and/or Owner's representative by no later than 15th of the month following the conclusion of the delay. In the event a delay last more than two (2) consecutive months, the available delay support documentation must be submitted to the Owner / Owner's representative starting on the 15th of the month (and every month thereafter) at the conclusion of the second consecutive month of the delay event.

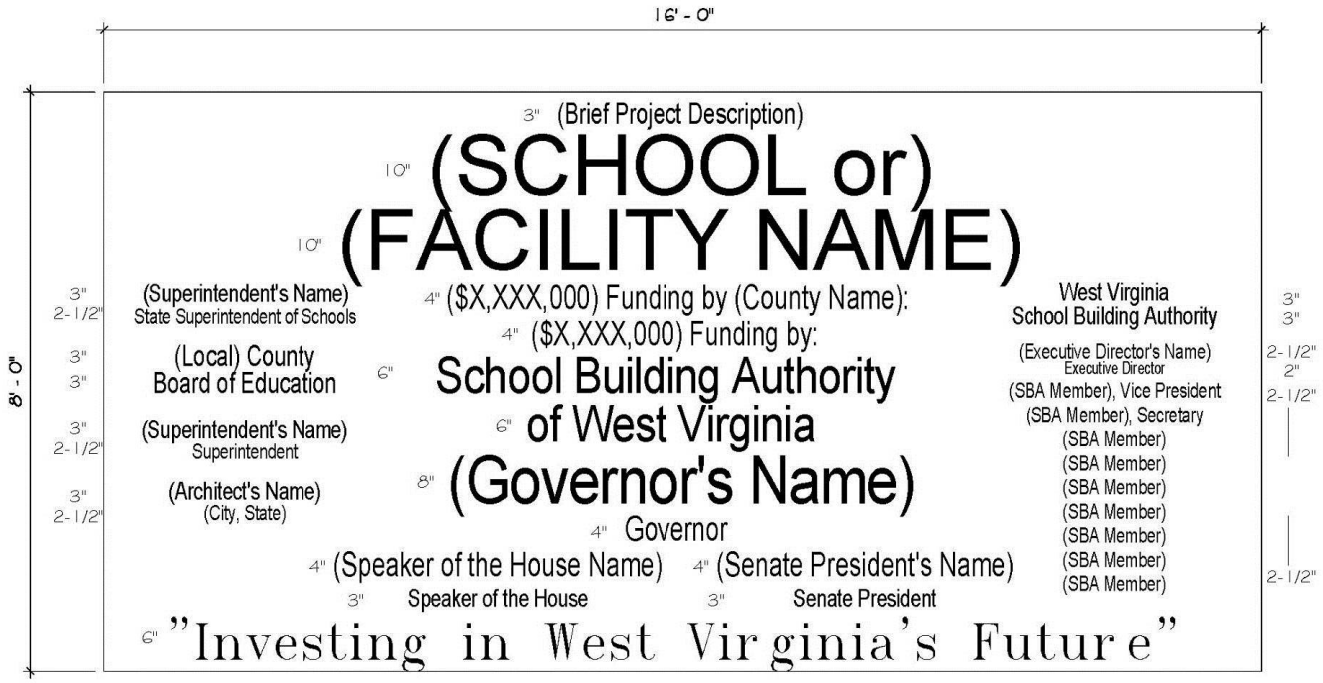
j. Schedule As-Built

i. At the conclusion of the project an as-built schedule showing actual start and finish dates for all work activities shall be provided to the Owner by the General Trades Contractor. The Prime Contractor(s) shall provide the required information necessary to complete this task.

ii. The as-built schedule shall be considered a project close out requirement and shall be included with, along with the Baseline(s) / Approved Schedule(s), in the General Trades Contractor's O&M manual.

SBA ~~168~~315

SBA JOB SIGN & PLAQUE
(NEEDS)

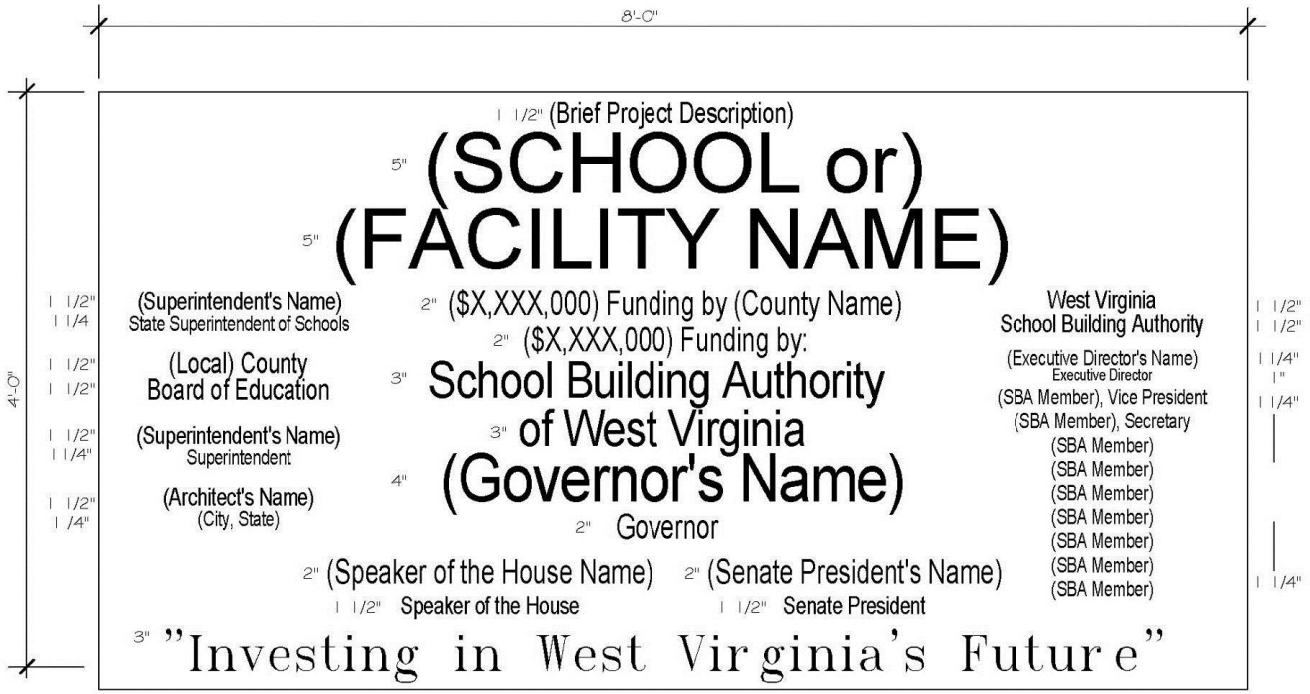


NOTE:

1. THE PROJECT SIGN MUST BE VISIBLE AND LEGIBLE FROM HIGHWAYS.
2. IF THE PROJECT SIGN IS LOCATED ON DEPARTMENT OF HIGHWAYS RIGHT OF WAY, COORDINATE PLACEMENT WITH THE REGIONAL OFFICE.
3. THE PROJECT SIGN SHOULD BE PLACED IN A LOCATION SO AS TO NOT CREATE A SAFETY HAZARD FOR MOTORISTS OR PEDESTRIANS.
4. COORDINATE THE QUANTITY AND NAMES OF CONTRACTORS FOR EACH PROJECT. (SINGLE-PRIME OR MULTIPLE-PRIME).
5. FUNDING BY LOCAL COUNTY IS OPTIONAL IF ADDITIONAL LOCAL FUNDING IS INCLUDED IN PROJECT.

SBA ~~169~~316

SBA JOB SIGN
(MIP)

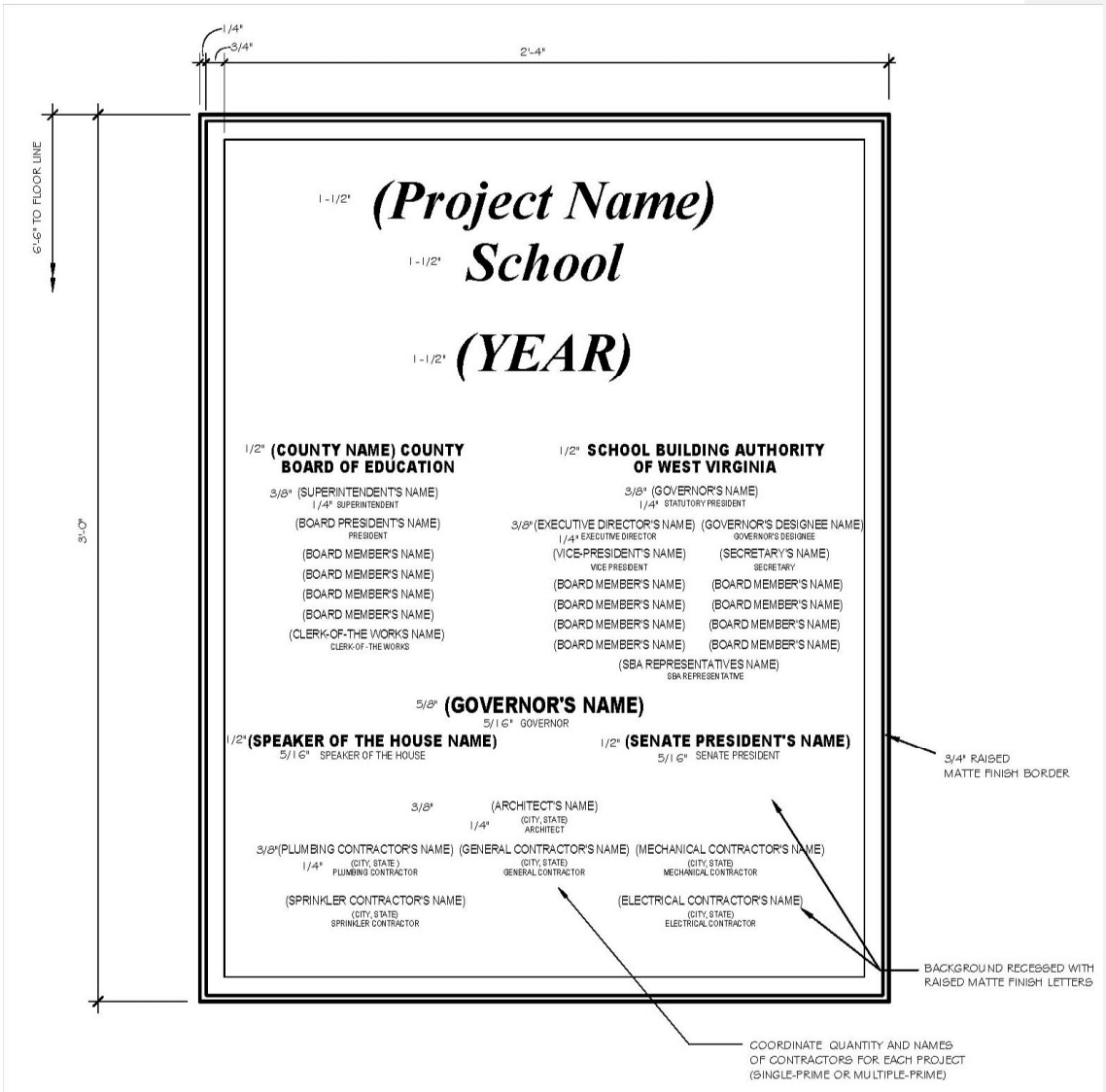


NOTE:

1. THE PROJECT SIGN MUST BE VISIBLE AND LEGIBLE FROM HIGHWAYS.
2. IF THE PROJECT SIGN IS LOCATED ON DEPARTMENT OF HIGHWAYS RIGHT OF WAY, COORDINATE PLACEMENT WITH THE REGIONAL OFFICE.
3. THE PROJECT SIGN SHOULD BE PLACED IN A LOCATION SO AS TO NOT CREATE A SAFETY HAZARD FOR MOTORISTS OR PEDESTRIANS.
4. COORDINATE THE QUANTITY AND NAMES OF CONTRACTORS FOR EACH PROJECT. (SINGLE-PRIME OR MULTIPLE-PRIME).
5. FUNDING BY LOCAL COUNTY IS OPTIONAL IF ADDITIONAL LOCAL FUNDING IS INCLUDED IN PROJECT.

SBA ~~170~~317

SBA JOB PLAQUE


1/4"
3/4"
2'-4"
6'-6" TO FLOOR LINE
3'-0"
1-1/2" (Project Name)
1-1/2" School
1-1/2" (YEAR)
1/2" (COUNTY NAME) COUNTY BOARD OF EDUCATION
3/8" (SUPERINTENDENT'S NAME)
1/4" SUPERINTENDENT
(BOARD PRESIDENT'S NAME)
PRESIDENT
(BOARD MEMBER'S NAME)
(BOARD MEMBER'S NAME)
(BOARD MEMBER'S NAME)
(BOARD MEMBER'S NAME)
(CLERK-OF-THE WORKS NAME)
CLERK-OF-THE WORKS
1/2" SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA
3/8" (GOVERNOR'S NAME)
1/4" STATUTORY PRESIDENT
3/8" (EXECUTIVE DIRECTOR'S NAME)
1/4" EXECUTIVE DIRECTOR
(GOVERNOR'S DESIGNEE NAME)
GOVERNOR'S DESIGNEE
(VICE-PRESIDENT'S NAME)
VICE PRESIDENT
(SECRETARY'S NAME)
SECRETARY
(BOARD MEMBER'S NAME)
(BOARD MEMBER'S NAME)
(BOARD MEMBER'S NAME)
(BOARD MEMBER'S NAME)
(BOARD MEMBER'S NAME)
(BOARD MEMBER'S NAME)
(BOARD MEMBER'S NAME)
(BOARD MEMBER'S NAME)
(SBA REPRESENTATIVES NAME)
SBA REPRESENTATIVE
5/8" (GOVERNOR'S NAME)
5/16" GOVERNOR
1/2" (SPEAKER OF THE HOUSE NAME)
5/16" SPEAKER OF THE HOUSE
1/2" (SENATE PRESIDENT'S NAME)
5/16" SENATE PRESIDENT
3/4" RAISED MATTE FINISH BORDER
3/8" (ARCHITECT'S NAME)
1/4" (CITY, STATE)
ARCHITECT
3/8" (PLUMBING CONTRACTOR'S NAME)
1/4" (CITY, STATE)
PLUMBING CONTRACTOR
(GENERAL CONTRACTOR'S NAME)
(CITY, STATE)
GENERAL CONTRACTOR
(MECHANICAL CONTRACTOR'S NAME)
(CITY, STATE)
MECHANICAL CONTRACTOR
(SPRINKLER CONTRACTOR'S NAME)
(CITY, STATE)
SPRINKLER CONTRACTOR
(ELECTRICAL CONTRACTOR'S NAME)
(CITY, STATE)
ELECTRICAL CONTRACTOR
BACKGROUND RECESSED WITH RAISED MATTE FINISH LETTERS
COORDINATE QUANTITY AND NAMES OF CONTRACTORS FOR EACH PROJECT (SINGLE-PRIME OR MULTIPLE-PRIME)

School Building Authority of West Virginia

CONSTRUCTION OBSERVATION REPORT #_____

SBA FORM 113

County:_____ **Dates:** _____ **to** _____
Project:_____ **Prepared By:**_____
Architect/Engineer:_____ **Clerk of the Works:**_____
Phone #:_____ **Job Phone #:**_____

Number of Personnel Present

Contractors	M	T	W	T	F	Sat
GC name (S, A, O, J)	0, 0, 0, 0	0, 0, 0, 0	0, 0, 0, 0	0, 0, 0, 0	0, 0, 0, 0	0
Plumb Contr. name (F, J, A)	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0
Electrical Contr. name (F, J, A)	0, 0, 0	0, 2, 0	0, 2, 0	0, 2, 0	0, 1, 0	0
Mech. Contr. name (F, L, A, J)	0, 0, 0, 0	0, 0, 0, 0	0, 0, 0, 0	0, 0, 0, 0	0, 0, 0, 0	0
Misc. Subcontr. name (J)	0	0	0	0	0	0
Misc. Subcontr. name (F, J, A)	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0
Misc. Subcontr. name (J, A, L)	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0
Misc. Subcontr. name (J,A)	0, 0	0, 0	0, 0	0, 0	0, 0	0
Misc. Subcontr. name (J)	0	0	0	0	0	0
Misc. Subcontr. name (J, A)	0, 0	0, 0	0, 0	0, 0	0, 0	0
Weather (AM[7:00]/PM[4:30])	Cl, Lo61/ Cl, Hi83	Ov, Lo61/ C, Hi77	Ov, Lo60/ Cl, Hi76	Fg, Lo60/ Cl, Hi80	Fg, Lo60/ Cl, Hi81	-

Job Titles: S=Supervisor, J=Journeyman, A=Apprentice, L=Laborer, F=Foreman, O=Operator
Weather: Fg=fog, Oc=overcast, Ra=rain, Sn=snow, C=clear, Cl=Cloudy Pc=partly cloudy Lo=low, Hi=high

Remarks:

Monday, _____
Daily Activity:

Issues:

Tuesday, _____
Daily Activity:

Issues:

Wednesday, _____
Daily Activity:

Issues:

Thursday, _____
Daily Activity:

Issues:

Friday, _____
Daily Activity:

Issues:

Saturday, _____
Daily Activity:

Issues:

Page 2:

Division of Work	% Complete	Division of Work	% Complete
General Requirements	_____	Roofing	_____
Site Work	_____	Sealers	_____
Demolition	_____	**Finishes**	_____
Subsurface	_____	Floors	_____
Clearing/Grading	_____	Walls	_____
Concrete	_____	Ceilings	_____
Ftg./Foundations	_____	**Specialties**	_____
Slabs/Deck	_____	Chalk/Tackboard	_____
Walks	_____	Fire Extinguishers	_____
Masonry	_____	Others	_____
Foundations	_____	**Equipment**	_____
Exterior Walls	_____	**Furnishings**	_____
Interior Walls	_____	**Special Construction**	_____
Metal	_____	**Conveying Systems**	_____
Structural Steel	_____	Elevator	_____
Steel Joists	_____	**Mechanical**	_____
Floor Decking	_____	Insulation	_____
Roof Decking	_____	Plumbing/Piping/Drain	_____
Fabricated Metals	_____	Sprinkler System	_____
Carpentry	_____	HVAC	_____
Moisture Protection	_____	**Electrical**	_____
Waterproofing	_____	Service & Distribution	_____
Building Insulation	_____	Lighting	_____
Metal Flashing/Trim	_____	Communications/FA	_____
Others	_____		
_____	_____		
_____	_____		
_____	_____		

Total Project Complete _____**%**

Remarks:

School Building Authority of West Virginia

PROJECT CLOSEOUT PROCEDURES

SBA FORM ~~178~~319

Below is a list of required documentation that shall be turned over to the owner upon final completion and prior to the release of final payment. Each prime contractor, the architect and the owner shall sign and date this form and forward it to the SBA office prior to the release of the final payment.

Provide at Project Close-out the following documentation, but not limited to:

- Contractor's Affidavit of Payment of Debts and Claims (AIA G706)
- Contractor's Affidavit of Release of Liens (AIA G706A)
- Consent of Surety Company to Final Payment (AIA G707)
- Confirmation of Receiving Operation and Maintenance Manuals and As-Built Drawings and Specifications
- Certificate of Insurance (Acord Form and AIA G715) Covering required/specified products and completed operation
- Certificate of Release from the Department of Tax and Revenue stating all appropriate taxes have been paid
- SBA Certificate of Project Completion – For lump sum projects use "WVDE BP-13-A" and for multiple prime contract projects use "SBA 139." Both of these forms are found in the SBA Guidelines and Procedures Handbook (Appendix J). These forms should be filled out and signed by the local board of education then forwarded to the contractor and the architect and engineer for signing
- Verification from the Owner (county superintendent) that all Owner training required by the contract documents has been conducted (SBA159)
- Contractor Evaluation Form (SBA 124)
- Architect/Engineer Evaluation form (SBA 138)
- Fire Marshall's Certificate of Occupancy
- SBA Certificate of Occupancy (SBA 146)
- Affidavit of Debt Paid (SBA 177)
- Notification of 11th month walkthrough date
- Electronic & Hard copy of diagrammatic floor plan of new or renovated schools. Provide the following items:
  - One line drawing of floor plans including only diagrammatic walls, exiting, doors and windows, existing school
  - One line drawing with all school access safety data (submit electronic file to Office of Homeland Security)
  - One line drawing including only walls, doors, windows, room number/names and color coded HVAC zones with multi-zone equipment located in the HVAC zone
- Provide a Final TAB report
- Provide Final Commissioning Report when applicable
- Prepare Quality Training Videos

Contractor: _____ Date: _____

Architect: _____ Date: _____

Owner: _____ Date: _____

SBA~~178~~319
Revised ~~9/2015~~3/2018

School Building Authority of West Virginia

VERIFICATION OF HVAC TRAINING

(Required closeout document to be submitted by the County Board of Education)

SBA FORM ~~159~~320

Project Name:_____

Architect/Engineer: _____

Responsible Contractor(s): _____

Date(s) of Training: _____

HVAC training was provided by the responsible contractor for the above referenced project. This training was performed in accordance with the contract documents. All owner's manuals and operating instructions for the HVAC system(s) were provided to the owner for future use. The following individuals were present for the training:

NAME	REPRESENTING	NAME	REPRESENTING

The following have verified that the required HVAC training has been satisfactorily completed:

_____ _____

(Responsible Contractor's signature) *(Date)*

_____ _____

(Responsible Contractor's signature) *(Date)*

_____ _____

(County Superintendent's signature) *(Date)*

_____ _____

(DOE HVAC technician's signature) *(Date)*

SBA ~~159~~320
Revised ~~9/2015~~3/2018

School Building Authority of West Virginia

OCCUPANCY REPORT

SBA FORM ~~146~~321

PROJECT NAME: _____

Dear_____:

On _____(date), a SBA representative conducted an on-site review of the above referenced project for the purpose of determining the suitability of the facility for occupancy by students and staff. Based on our observations, the SBA hereby releases the building for occupancy effective _____.

This SBA release to occupy the facility does not relieve the building owner, members of the design and construction team or any contractors from their responsibilities within the contract documents or SBA grant contract requirements regarding final completion of all work. Prior to occupying the facility, an Occupancy Permit must also be attained from the State Fire Marshal's Office.

Sincerely,

_____

SBA Representative

_School Building Authority of West Virginia

CERTIFICATE OF CONTRACT COMPLETION FOR MULTIPLE PRIME PROJECT

SBA FORM ~~139~~322

Upon completion of each prime contractor's contract the agency receiving SBA funding shall be responsible for submitting this completed original form to the SBA, with each prime contractor's final request for payment. To the best of our knowledge, all required project close-our procedures have been followed and all project close-our documents have been submitted to initiate the release of final payment to this contractor.

ARCHITECTURAL FIRM NAME: _____

PROJECT ARCHITECT: _____ **DATE:** _____

PROJECT CONSTRUCTION COST:

LOCAL: _____
SBA: _____
OTHER: _____

PROJECT CONSTRUCTION COST TOTAL: _____

PRIME CONTRACT COST TOTAL: _____

PRIME CONTRACTOR NAME: _____

PRESIDENT/CEO: _____

SUBSTANTIAL COMPLETION DATE: _____

FINAL COMPLETION DATE: _____

COUNTY/AGENCY: _____

COUNTY/AGENCY PROJECT ADMINISTRATOR: _____ **DATE:** _____

PROJECT SCHOOL NAME: _____

Inspected this date by a representative of the School Building Authority. SBA funded projects must have a final inspection by a SBA representative.

_____ _____

Signature **Date**

School Building Authority of West Virginia

CONTRACTOR EVALUATION FORM

(Submit For Each Prime Contractor)

SBA FORM ~~124~~323

PROJECT: _____ DATE: _____

CONTRACTOR: _____ PERFORMING: _____

ITEM	EVALUATION CRITERIA	EVALUATION SCORE
1	Contractor communications with the A/E in accordance with the contract documents	
2	Quality and timeliness of the submittals acceptable	
3	Contractor timely submission, follow, and update a construction schedule in accordance with the contract requirements	
4	Material deliveries in accordance with the contractor's schedule	
5	Contractor compliance with the master project schedule	
6	Contractor adequate staffing of the project	
7	Contractor representation at pay/progress meetings by a person with decision-making authority	
8	Contractor submission of certified payrolls as required by the construction documents	
9	Materials and workmanship in compliance with the contract documents	
10	Contractors coordination and cooperation with regards to disruption of facility operations with the user (where applicable)	
11	Delays to the project caused by the contractor	
12	Contractors willingness to actively resolve problems	
13	Contractor ability to coordinate and cooperate with other contractors and suppliers	
14	Supervision of the work in accordance with the contract documents	
15	Contractor provision of timely and complete closeout documentation	
WERE THE FOLLOWING ITEMS SUBMITTED AND/OR COMPLETED BY THE DATE INDICATED ON THE SUBSTANTIAL COMPLETION FORM?		
16	Accurate and complete record documents (as-builts)	
17	Punch list items	
18	Certificate of operating and training instruction	
19	Complete O&M Manuals	
20	Testing & balancing reports	

EVALUATION SCORING:
Rate the contractors performance based on the following scale:
5 = Excellent; 4 = Good; 3 = Satisfactory; 2 = Less than Satisfactory; 1 = Unacceptable; N/A = Not Applicable
Comments are required if any score is less than 3

EVALUATOR: _____ DATE: _____

SBA REPRESENTATIVE: _____ DATE: _____

Each prime contractor performing services on SBA projects shall be subject to performance evaluations. The SBA may also request subcontractor evaluations if there are patterns of poor performance. This, along with the SBA contractor qualification statement, will be used to determine the contractors continued participation in SBA funded projects. All evaluations shall be submitted on the SBA Contractor Evaluation Form (SBA 124 – revised). Contractor performance evaluations are a key component in determining contractor performance and suitability for future contract awards.

Contractor performance evaluations will be used in the review of a contractor's responsibility status in accordance with SBA Policy. The SBA will provide the contractor with a copy of all processed forms upon request. The contractor may respond in writing to the SBA regarding any evaluation. Responses will be reviewed and placed in the Contractor's Qualification File at the SBA office.

E-MAIL THIS FORM
This form may be submitted electronically. Attach a completed form to an e-mail addressed to the specific SBA Project Manager for the affected project. All SBA e-mail addresses are available on our website: *www.wvs.state.wv.us/wvsba*.

COMMENTS: (Required for any score less than 3)

REFERENCE ITEM	COMMENT

Continue if required

COMMENTS: (Required for any score less than 3) - continued

REFERENCE ITEM	COMMENT

School Building Authority of West Virginia

ARCHITECT/ENGINEER EVALUATION FORM

(Submit For Each Architect/Engineer at the Conclusion of the Project)

SBA FORM ~~138~~324

PROJECT: _____ DATE: _____

ARCHITECT/ENGINEER: _____

ITEM	EVALUATION CRITERIA	EVALUATION SCORE
1	Ability to work cooperatively and successfully with the educational facilities planning committee	
2	Cooperation with the project review team (owner, SBA, CM, CA, etc.)	
3	Ability to produce the building design and construction documents within the established time schedule	
4	Quality of adequate on-site project observations during the construction phase of the project	
5	Attention to timely responses on project submission documents and construction questions presented by the contractor during construction	
6	Ability to minimize construction change orders required due to a lack of design coordination or incomplete construction documents	
7	Ability to work cooperatively with the SBA planning and design review process	
8	Ability to manage the construction contracts and work cooperatively with all contractors	
9	Ability to provide clear and concise construction documents	
10	Ability to produce school design within the established budget	
11	Number of project change orders_____ that increased the cost of the project $_____ Of these change orders, how many were required due to design coordination or incomplete construction documents by the architect or engineer _____	
12	Did the final design meet the educational goals Yes_____ No_____	
13	Would you consider using this architect/engineer in the future Yes_____ No_____	
14	Overall evaluation of the architect/engineer's performance on this project	

EVALUATION SCORING:
Rate the contractors performance based on the following scale:
5 = Excellent; 4 = Good; 3 = Satisfactory; 2 = Less than Satisfactory; 1 = Unacceptable; N/A = Not Applicable
Comments are required if any score is less than 3

EVALUATOR: _____ DATE: _____

SBA REPRESENTATIVE: _____ DATE: _____

Each architect/engineer performing services on SBA projects shall be subject to performance evaluations. Confidential information provided will be compiled by the SBA and will be used in conjunction with an SBA Architect/Engineer performance instrument to formulate a composite evaluation of the overall performance of architectural and engineering firm's ability to perform future architectural or engineering services on SBA funded services.

This document must be submitted to the SBA office at the completion of each construction period.

E-MAIL THIS FORM
This form may be submitted electronically. Attach a completed form to an e-mail addressed to the specific SBA Project Manager for the affected project. All SBA e-mail addresses are available on our website: *www.sba.wv.gov*.

COMMENTS: (Required for any score less than 3) - continued

REFERENCE ITEM	COMMENT

School Building Authority of West Virginia

CONSTRUCTION MANAGER EVALUATION FORM

(Submit For Each Architect/Engineer at the Conclusion of the Project)

SBA FORM ~~192~~325

PROJECT: _____ DATE: _____

CONSTRUCTION MANAGER: _____

ITEM	EVALUATION CRITERIA	EVALUATION SCORE
1	Effectiveness of Project master schedule development and coordination	
2	Ability to create and maintain the project budget	
3	Accuracy of the project budget	
4	Quality and timeliness of the design schedule coordination	
5	Contribution to the planning and design meetings	
6	Timeliness of the design phase estimates	
7	Contribution to the design phase value Engineering	
8	Quality of the Constructability Reviews	
9	Quality of General Conditions requirements established for bidding	
10	Assistance with the creation and execution of construction contracts	
11	Ability to manage the construction contractors	
12	Willingness to assume responsibilities and resolve construction issues	
13	Did the construction manager render fair decisions when construction claims arose	
14	Did the construction manager provide complete services with regards to project closeout	

EVALUATION SCORING:
Rate the contractors performance based on the following scale:
5 = Excellent; 4 = Good; 3 = Satisfactory; 2 = Less than Satisfactory; 1 = Unacceptable; N/A = Not Applicable
Comments are required if any score is less than 3

EVALUATOR: _____ DATE: _____

SBA REPRESENTATIVE: _____ DATE: _____

Each construction manager performing services on SBA projects shall be subject to performance evaluations. This document will be completed by the county representative and the SBA project representative assigned to the project. The SBA project representative will coordinate the evaluation with the county representative and prepare the final evaluation to be kept on file at the SBA office for determination of the construction manager's ability to perform future construction management service on SBA projects.

This document must be submitted to the SBA office at the completion of each construction period.

E-MAIL THIS FORM
This form may be submitted electronically. Attach a completed form to an e-mail addressed to the specific SBA Project Manager for the affected project. All SBA e-mail addresses are available on our website: *sba.wv.gov*.

COMMENTS: (Required for any score less than 3) - continued

REFERENCE ITEM	COMMENT

School Building Authority of West Virginia

MAINTENANCE & CUSTODIAL CARE SITE VISIT REPORT

SBA FORM ~~143~~326

School: _____ County: _____
SBA Representative: _____WVDE Evaluation Date: _____
Inspection Reviewed with: _____ Title: _____ Date: _____

A. Problems cited by the West Virginia Department of Education (WVDE):

1._____
_____
2._____
_____
3._____
_____

B. Corrections made since the WVDE Site Visit:

1._____
_____
2._____
_____
3._____
_____

C. Problems cited during the SBA visit:

1._____
_____
2._____
_____

D. Conclusions of the SBA Evaluation Visit

☐ 1. The County has sufficiently addressed the problems and no additional improvements are required to assure good maintenance and custodial care of the facility.

☐ 2. The Plan of Improvement shown on this form has been jointly developed by the SBA representative and the County Superintendent or his/her designee to correct the deficiencies indicated at this facility.

Signature of this form indicates that: (1) The LEA is in agreement that the needed improvements have been made and no further action is necessary or, (2) The county is committed to implementing the jointly developed improvement plan to adequately provide the maintenance and custodial care of this school funded or partially funded with state funds from the School Building Authority (SBA) and (3) The LEA understands that improvements must occur within one year of the SBA site visit date above. Failure to comply will result in a recommendation to the State Board of Education and the West Virginia State Legislature to protect the investment of the State of West Virginia by withholding funds from the county's state aid formula to be used by the SBA to contract for such improvements.

_____
SBA Representative (Date)

_____
Superintendent of Schools (Date)

_____
Board of Education President (Date)

SCHOOL FACILITY IMPROVEMENT PLAN

E. Plan of Improvement

Problem	Action to be Implemented	SBA F/U
1.		
2.		
3.		
4.		
5.		
6.		

The SBA Representative has reviewed:

☐ 1. The previous year's county maintenance records for this facility.
☐ 2. The previous year's Requests for Maintenance made by the School Administration.
☐ 3. Any additions, modifications or repairs made to the facility.
☐ 4. Custodial or Related Staff Performance Policies.
☐ 5. The appropriateness of custodial and maintenance staff for this facility.
Custodial-FT__ PT____ FTE___ Maintenance-FT__ PT_____ FTE_____

Notes: _____