

BUILDING MODIFICATIONS

The Londonderry School Board recognizes that modifications to its facilities will be required to meet the students' and district's requirements. The following procedure is established when modifications are required:

1. A justification analysis be submitted to the Superintendent by the building administrator, stating the reasons why the modifications are required. In all cases, a drawing or sketch should accompany the request, along with an estimated cost sheet.
2. The Superintendent should review the request with the building administrator to insure agreement with district plans and also insure no fire and/or building codes are being violated.
3. The business administrator should review requests to insure cost estimate is accurate and funds are available to complete project as outlined. Also, the business administrator should insure that proper heat, lighting and ventilation is available for the proposed use.
4. The maintenance consultant should review plans to insure that proper materials are being used and the most economical construction methods are being used.
5. After the Superintendent has reviewed the plans with his staff and he feels the proposal is necessary, he will submit the proposal to the school board for approval.
6. Except for unforeseen changes within the district, proposed building modifications should be submitted during the budgeting process.

LONDONDERRY SCHOOL BOARD

Adopted: October 1, 1984