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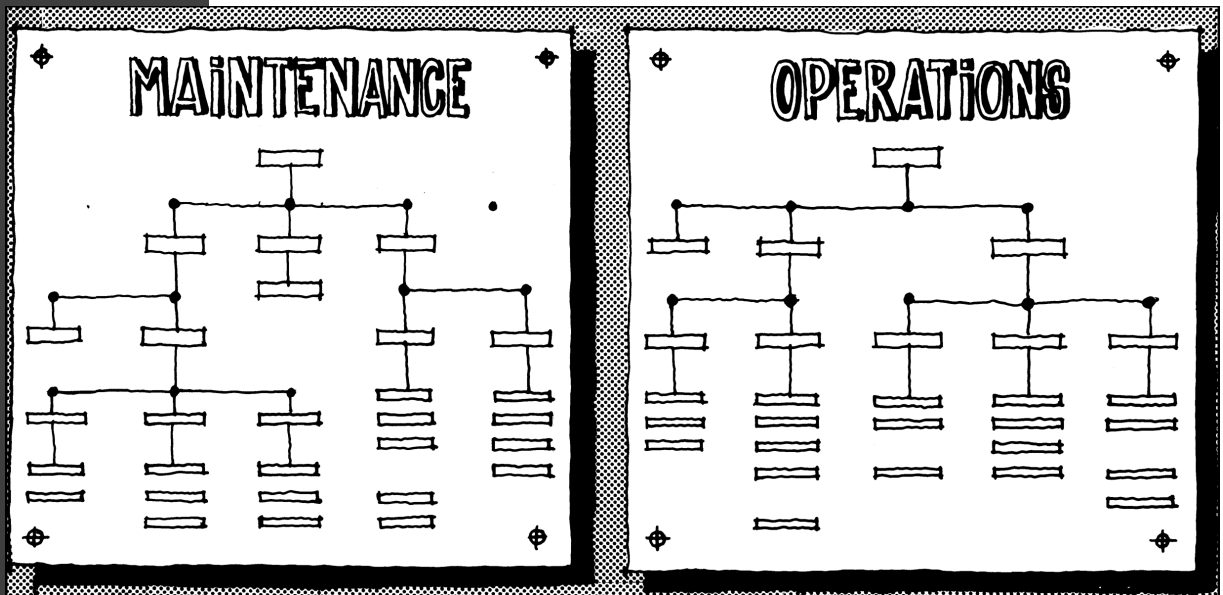
Maintenance and Operations Administrative Guidelines for School Districts and Community Colleges

Relevant Codes, Standards, and Regulations

10.1

Maintenance and Operations Administrative Guidelines for School Districts and Community Colleges

General Scope of Applicable Codes and Impacts on Maintenance and Operations Departments



Chapter 7, of the State Requirements for Educational Facilities, which is titled the Uniform Building Code (UBC), will be merged into the new Florida Building Code (FBC) upon the effective date of the Florida Building Code. This document identifies all of the codes and regulations pertaining to educational facilities under Rule 6A-2.001, Florida Administrative Code.

With the adoption of the building code, maintenance and operations departments will be accountable for code compliance. Maintenance departments will be required to pull building permits for maintenance projects and have these projects inspected. The maintenance department is permitted to use an annual facilities maintenance permit to facilitate maintenance projects that do not exceed \$200,000 per project and include routine maintenance, emergency repairs, building refurbishment, or minor renovations of systems and equipment. The annual maintenance permit requires detailed records of the nature of the work that will be performed and that all mandatory inspections will be conducted and recorded. Where these records are not kept, Chapter 553.80, Florida Statutes, provides that districts and community colleges will risk losing the use of the annual facilities maintenance permit.

Maintenance and operations staff who are currently Uniform Building Code Inspectors (UBCI) had until January 1, 2001, to apply for a limited license. The limited license may be maintained for as long as the individual works for the district of employment at the time the application for the license is made. This limited license is not transferable to other school districts or community colleges. All other individuals will have to be licensed under the requirements of Chapter 468, Florida Statutes, for plan review and inspections. Section 468.607, Florida Statutes, states that certified inspectors and plan examiners will have to be re-certified under Section 468(6)(e), Florida Statutes, when their certification expires. All such certifications will be issued by the Department of Professional Regulation.

Accordingly, along with hiring a chief building official, Boards will be able to exercise the following options:

- Develop an in-house building department for plan review and inspections.
- Have a chief building official on staff, but contract out plan reviews and inspections.
- Form a consortium of certified building officials from adjacent districts and community colleges, with one entity acting as chief building official. The consortium would provide staff for plan review and inspection services.
- Use building officials from a local municipality for all building inspections and plan review.
- Use the Department of Education plan review services and maintain on-site certified inspectors.

Another change is the adoption of a product approval process for all building products and components. This product approval process is to assure compliance with the Florida Building Code and its reference standards. Plan reviewers and inspectors will have to confirm that building products and components used have prior product approval. Statewide product approval will be provided for a minimum of all construction materials that make up the exterior envelope and structural components of a building. Other products may be included. Product approval will require testing of materials for compliance with established standards. The Florida Building Commission will keep a master list of all approved products that can be used in the state.

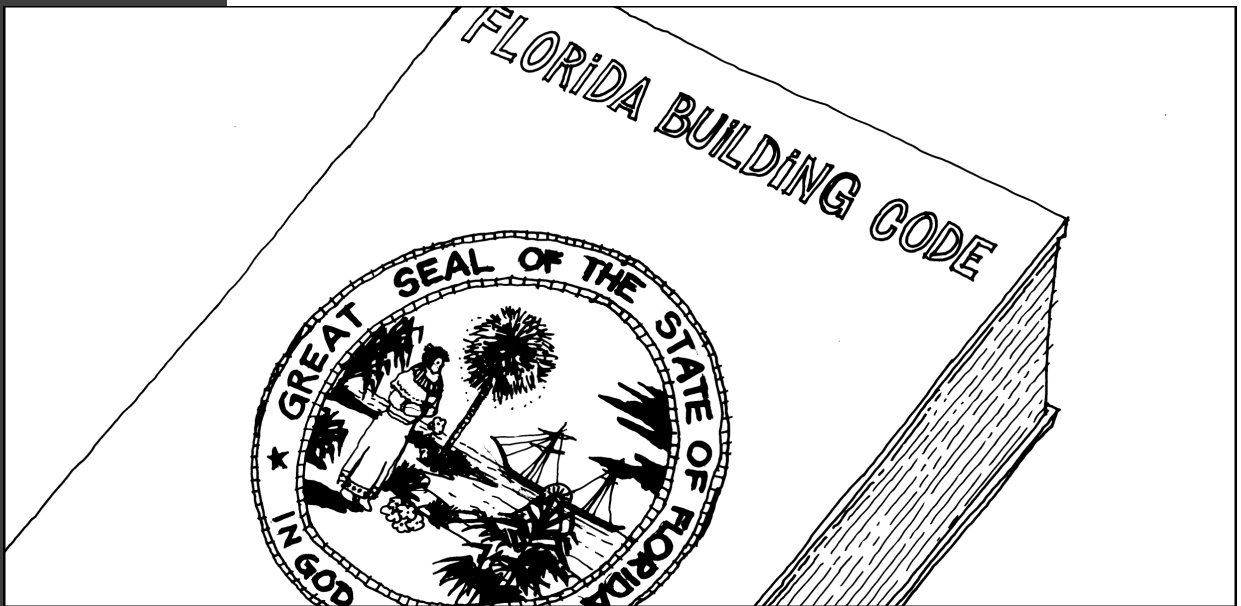
Other changes being introduced include new standards for prefabricated or factory-built classrooms. Boards will continue to have to provide for certified inspectors for all factory-built buildings. Relocatables must comply with new criteria for construction, including Type IV non-combustible construction, and meet the missile impact criteria of section 423 (24)(d)(1) of the Florida Building Code when located in windborne debris regions. Factory built schools will be required to meet the ASCE 7-98 wind design standards.

School districts and community colleges will also have to change some processes within the maintenance and operations department in order to comply with the new Florida Building Code and new requirements of Florida Statutes.

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Maintenance and Operations Administrative Guidelines for School Districts and Community Colleges

State Requirements for Educational Facilities (SREF)



Rule 6–2.001, Florida Administrative Code, commonly referred to as the State Requirements for Educational Facilities (SREF), has been incorporated in the new Florida State Uniform Building Code. These statutes pertain to “... all educational and ancillary facilities constructed by a school board or community college board” and establishes specific guidelines pertaining to maintenance and operations activities. SREF also adopts specific portions of a number of different codes, including the following:

ACI 318-95. American Concrete Institute, “Building Code Requirements for Structural Concrete and Commentary”, 1995.

ASHERA. Asbestos Hazard Emergency Response Act, 40 CFR, Part 763, as revised July 1, 1995.

AISC. American Institute of Steel Construction, Allowable Stress Design (Manual of Steel Construction), Ninth Edition, edition adopted by SBC.

AISI. American Iron and Steel Institute, Specifications for the Design of Cold-Formed Steel Structure Members, August 1986 Edition with December 1989 Addendum.

ANSI. American National Standards Institute, 1995.

ASCE. American Society of Civil Engineers, ASCE 7-98.

ASHRAE. American Society of Heating, Refrigeration and Air Conditioning Engineers.

ASTM. American Society for Testing Materials, 1997.

DCA. Florida Department of Community Affairs, Florida Americans With Disabilities Implementation Act, 1993. Florida Accessibility Code for Building Construction, 1997. Florida Energy Efficiency Code for Building Construction (FEEC), 1998 Revisions to the 1997 Edition.

DOT – AASHTO. American Association of State Highway and Transportation Officials, “Standard Specifications for Highway Bridges” (1990 English Edition; 1994 Metric Edition) as modified by “Florida DOT Structures Design Guidelines for Load and Resistance Factor Design,” Revised January 1, 1999.

FEMA. Federal Emergency Management Agency, Rules and Regulations 44 CFR, Parts 59 and 60, Revised as of October 1, 1995.

NEC. National Electrical Code, 1996 (NFPA 70).

NFPA. National Fire Protection Association, 1997, NFPA 101.

OSHA. Occupational Safety and Health Administration, U.S. Department of Labor, 29 CFR as revised July 1, 1995.

SBC. Standard Building Code, 1997.

SGC. Standard Gas Code, 1997.

SJI. Steel Joist Institute 1994 (40th Edition).

SMC. Standard Mechanical Code, 1997.

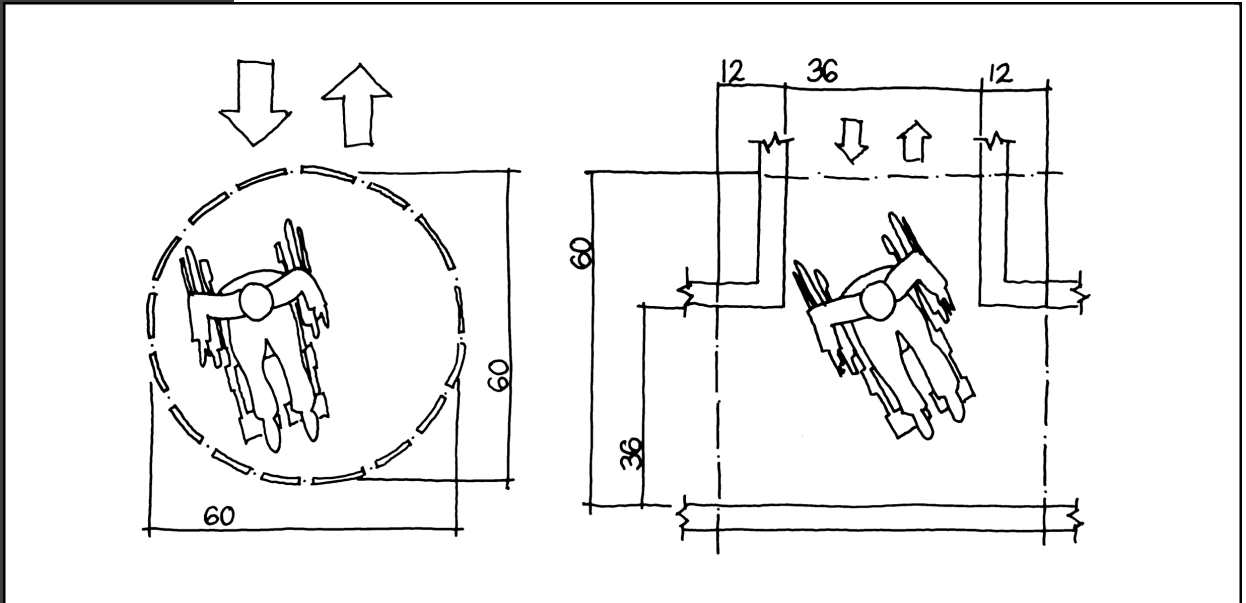
SPC. Standard Plumbing Code, 1994 with 1995/96 revisions.

TMS. The Masonry Society Standards, 1992; TMS 602-92, TMS 402-92.

10.3

Maintenance and Operations Administrative Guidelines for School Districts and Community Colleges

Americans with Disabilities Act



The Florida Legislature enacted the “Florida Americans with Disabilities Accessibility Implementation Act,” Section 535.503, Florida Statutes, in 1997. This legislation has been incorporated into the Florida Building Code and applies to the removal of physical barriers in existing buildings and requires that all new public buildings be designed, built, and maintained to be accessible to people with disabilities.

These guidelines, which include both written and graphic standards, pertain to constructing, altering, and maintaining public buildings and exterior areas in an accessible manner. The Florida Accessibility Code for Building Construction (FACBC) guidelines provide minimum dimensional criteria to ensure accessibility for citizens with different types of disabilities and for a number of building and grounds circumstances including, but not limited to, the following:

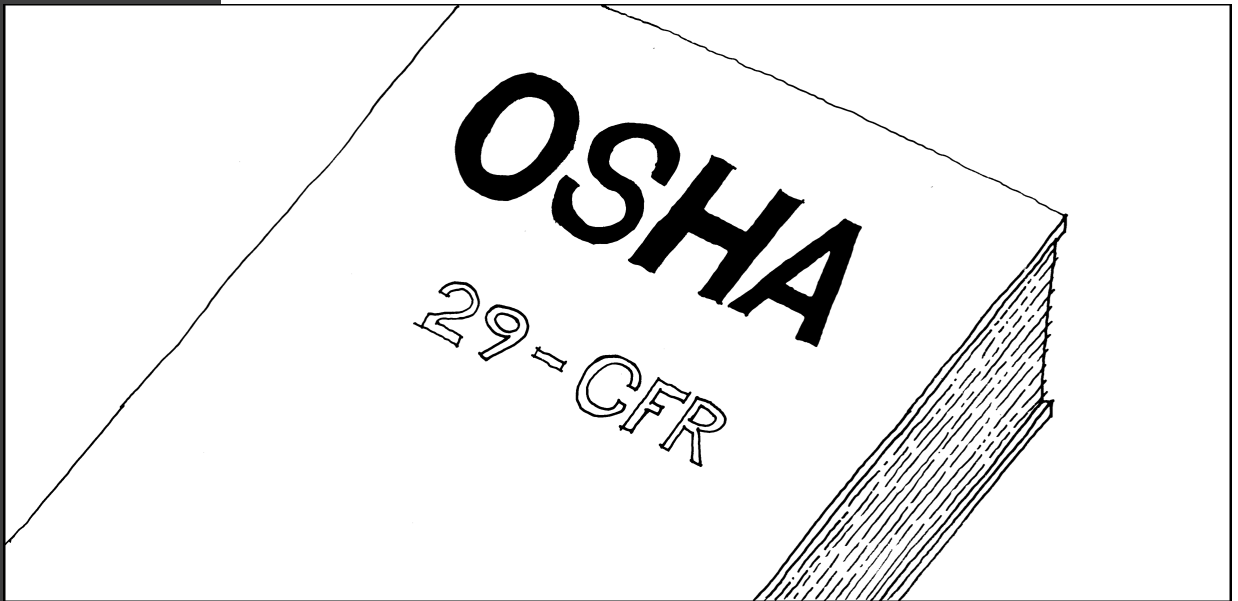
- Maneuverability for wheelchairs
- Passageways
- Accessible routes
- Protruding objects

- Ground/floor surfaces
- Parking lots
- Ramps
- Stairs
- Elevators and lifts
- Doorways and entrances
- Drinking fountains
- Toilet rooms
- Controls and operating mechanisms
- Alarms and warnings
- Signage
- Telephones
- Fixed seating
- Assembly areas

10.4

Maintenance and Operations Administrative Guidelines for School Districts and Community Colleges

Occupational Safety Health Administration (OSHA) Regulations - 29 CFR



Employee and workplace safety at schools and community colleges should be of paramount concern to maintenance and operations administrators. Given the varied nature of maintenance, custodial, and grounds activities, and their often close contact with the general public, the potential for hazards are ever present. Educational facilities throughout the state of Florida are required to comply with the Occupational Safety and Health Administration's Standards - 29 CFR Part 1910. Although these standards apply to general workplace safety, administrators should use them in conjunction with any other board-approved safety policies and procedures used at individual facilities.

As mentioned earlier in this document, OSHA 29 CFR has been incorporated into the State Requirements for Educational Facilities. For a list of the sections of these guidelines that are specifically applicable to maintenance and operations departments, see Appendix D.

