

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-4
Subject: SCHOOL CONSTRUCTION PROJECT ANALYSIS AND DEBRIEFING	Date of Issue: <u>11/27/78</u> Rescission: 7/1/89
Preparing Office: Office of the Superintendent	Effective Date: 7/1/89

II. Procedures

Each school construction project will be evaluated at its conclusion by debriefing teams in the area of construction, equipment and educational specifications. The object is to increase cost effectiveness without concurrently affecting significantly the quality of the facility.

A. Construction and Design Debriefing

1. Within six months of completion of a construction project, a project analysis will be accomplished to ascertain where materials and/or procedures can be improved and costs reduced to the benefit of future projects. Incorporated within this session shall be a review of progress meeting minutes.
2. The team will consist of the general contractor, major subcontractors, and Board of Education staff (Director of Facilities, Supervisor of Facilities Construction and Renovation, Supervisor and Assistant in Maintenance, Building Inspector). An IAC representative will be invited to attend all meetings.

B. Educational Specification Debriefing

1. Within twelve months after completion of the project, a debriefing session will be held to evaluate the functional value of the building as it relates to the original educational specifications.
 - a. School Facilities Technical Evaluation Report (Form No. 402.3) will be completed by the building principal and staff and will be the basis upon which this evaluation is accomplished.
 - b. The original educational specification writing team will review the evaluation results and will make recommendations for any revisions to the educational specifications. The team will consist of the educational specification writing team. An IAC representative will be invited to attend all meetings.
 - c. Costs of major changes to educational specifications will be summarized and the benefits assessed against these costs.

C. Equipment Debriefing

Within twelve months of the completion of a project, the equipment purchased for the school will be evaluated as to its function, utility and relative cost. This evaluation will be conducted by the following: Educational Specification Team, School Principal,

Supervisor of Purchasing, Supervisor and Assistant in Maintenance, and Property Accountability Officer. An IAC representative will be invited to attend all meetings.

D. Follow-up

The reports of each of the three debriefing sessions; construction, educational specifications and equipment will be summarized into a list of recommended educational and procedural changes. These recommendations will be presented to the Superintendent. He, in turn, will edit and present these recommendations to the Enrollment and Facilities Committee for inclusion in subsequent project procedures and specifications.

E. Conclusion

The above procedures, if followed, and with appropriate validation of recommendations, should provide for improved cost effectiveness in the design, construction and renovation of Board of Education facilities while maintaining an acceptable quality. The result should be more return for the dollar.

Approved:

Noel T. Farmer, Jr.
Superintendent