

## **Appendix E**

### **PRELIMINARY PLANS REVIEW**

If you are involved in planning a school building aid project, you need to note the following:

State Board of Education rules require a meeting of school district and state agency representatives to review preliminary architectural plans for school additions, renovations and new buildings before application for school building aid is submitted. Preliminary reviews may also be needed for other kinds of projects.

At a preliminary review meeting the state agencies will advise school officials of any problems they see with the plans with respect to building codes and school quality standards. At this meeting, the Department of Education will usually be able to advise school officials of the level of state aid their project may receive based on the capital outlay funding rules of the State Board of Education. The maximum project cost for state participation is calculated from the approved educational specifications and the preliminary architectural plans.

#### **Preliminary plans consist of the following:**

1. floor plans of the existing building where an addition and alterations are proposed;
2. floor plans and elevations for proposed construction – 1/8 inch scale unreduced preferred;
3. floor plans for proposed alterations and/or new construction;
4. a plan of the **school site** and **location map**; and
5. proposed locations for on-site sewage disposal and water supply and any wetlands, streams or other significant natural features on the property.

#### **All plans must include for each room:**

1. the intended use of room (classroom, library, guidance office, etc.)
2. net usable square foot area and maximum anticipated occupancy for each classroom

#### **Four steps are needed prior to a preliminary plans review:**

1. The preliminary application has been submitted and approved.
2. A need has been demonstrated through a pre-construction evaluation, and a rating of the need has been completed.
3. The educational specifications for the project have been submitted to the Commissioner and approved.
4. The architect develops preliminary design and cost estimates for the project based on the approved educational specifications and needs identified at the pre-construction evaluation.

**Preliminary reviews should be completed before projects are warned for voter approval.**

To request a preliminary review for a project, submit to the school construction office the following information on the proposed construction project along with **seven copies of the preliminary drawings** which clearly indicate the areas of renovation and new construction and **two extra copies of reduced site plan and location map**:

1. name, address and telephone number of school and superintendent
  2. name, address and telephone number of project architect
  3. construction type(s)
  4. square footage for impacted site (excluding building footprint)
  5. square footage for each existing story and basement
  6. square footage for each story and basement, to be added
  7. total square footage of area to be renovated
  8. existing building footprint
  9. extent of fire alarm system
  10. extent of sprinkler protection
  11. extent of handicapped accessibility
  12. known use of asbestos containing building materials
  13. fire rated walls
  14. basic door schedule
  15. heating system type and fuel(s) for both the space and domestic hot water
  16. date(s) of existing construction
  17. site size in acres
  18. maximum planned occupant load
  19. water supply and sewage disposal systems
- **Approval by Agency of Natural Resources for on-site sewage disposal and/ or water supply**
20. ventilation provisions, supply and exhaust, for all occupied rooms
  21. estimated cost of project
  22. starting and completion dates
  23. date of bond vote
  24. identify features with possible historic significance to the best of your knowledge.

The superintendent, architect and school board chair should attend the preliminary review meeting. It is desirable to have the school principal and other school board members also.

Allow a minimum of three weeks after submissions for the scheduling of preliminary plan review.

For further information call the School Construction Program .