



BROWARD COUNTY PUBLIC SCHOOLS

Building Department

Procedure Manual

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Robert Hamberger, Chief Building Official

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BUILDING DEPARTMENT

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Introduction:

The Florida Statutes assign School Boards the responsibility to ensure that all new construction, renovation, remodeling and maintenance projects conform to the Florida Building Code in order to provide an acceptable environment for education and to meet the needs of students using the public education system.

Through School Board Policy 7001, the Building Department of Broward County Public Schools (BCPS) performs plan reviews and inspections pursuant to several provisions of the Florida Statute and the Florida Building Code (FBC).

The Florida Building Code requires that all new buildings constructed and any modifications to an existing building must be reviewed and inspected for compliance with adopted building codes and standards.

The Building Department as a regulatory body must focus and make paramount compliance with the technical provisions of the building code. It must ensure that construction is carried out in such a manner that the safety, health and welfare of individuals utilizing the constructed facility are preserved and protected.

This policy requires all Consultants, Contractors or School District entities conducting building construction, repair, or modifications on Broward County School Board owned property to submit construction plans and specifications to the District's Building Department for review.

Scope:

The objective of this Procedure Manual is to establish and implement a Building Code Administration Program for Broward County Public Schools that will ensure a good faith effort in the review of plans and the performance of inspections in a knowledgeable, consistent, and non-discriminatory manner to help protect the public's life, health, and welfare in the built environment. This protection shall be provided through the building codes and the application of the performance based standards listed in *Appendix 1*. The program shall be administered through review of plans and specifications and on-site construction inspections as required ensuring compliance with adopted codes and standards.

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Authority:

A building code review and inspection program is mandated by [Section 553.80\(6\), F.S.](#)

(6) Notwithstanding any other law, state universities, community colleges, and public school districts shall be subject to enforcement of the Florida Building Code under this part.

(a)1. State universities, state community colleges, or public school districts shall conduct plan review and construction inspections to enforce building code compliance for their building projects that are subject to the Florida Building Code. These entities must use personnel or contract providers appropriately certified under part XII of chapter 468 to perform the plan reviews and inspections required by the code. Under these arrangements, the entities are not subject to local government permitting requirements, plans review, and inspection fees. State universities, state community colleges, and public school districts are liable and responsible for all of their buildings, structures, and facilities. This paragraph does not limit the authority of the county, municipality, or code enforcement district to ensure that buildings, structures, and facilities owned by these entities comply with the Florida Building Code or to limit the authority and responsibility of the fire official to conduct firesafety inspections under chapter 633.

Conformity to codes is also mandated by [Section 1013.371, F.S.](#)

(1) CONFORMITY TO FLORIDA BUILDING CODE AND FLORIDA FIRE PREVENTION CODE REQUIRED FOR APPROVAL.—

(a) Except as otherwise provided in paragraph (b), all public educational and ancillary plants constructed by a board must conform to the Florida Building Code and the Florida Fire Prevention Code, and the plants are exempt from all other state building codes; county, municipal, or other local amendments to the Florida Building Code and local amendments to the Florida Fire Prevention Code; building permits, and assessments of fees for building permits, except as provided in s. [553.80](#); ordinances; road closures; and impact fees or service availability fees. Any inspection by local or state government must be based on the Florida Building Code and the Florida Fire Prevention Code. Each board shall provide for periodic inspection of the proposed educational plant during each phase of construction to determine compliance with the State Requirements for Educational Facilities.

(b) A board may comply with the Florida Building Code and the Florida Fire Prevention Code and the administration of the codes when constructing ancillary plants that are not attached to educational facilities, if those plants conform to the space size requirements established in the codes.

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(c) A board may not approve any plans for the construction, renovation, remodeling, or demolition of any educational or ancillary plants unless these plans conform to the requirements of the Florida Building Code and the Florida Fire Prevention Code. Each board may adopt policies for delegating to the district school superintendent, ¹community college president, or university president authority for submitting documents to the department and for awarding contracts subsequent to and consistent with board approval of the scope, timeframes, funding source, and budget of a survey-recommended project.

(2) ENFORCEMENT BY BOARD.—it is the responsibility of each board to ensure that all plans and educational and ancillary plants meet the standards of the Florida Building Code and the Florida Fire Prevention Code and to provide for the enforcement of these codes in the areas of its jurisdiction. Each board shall provide for the proper supervision and inspection of the work. Each board may employ a chief building official or inspector and such other inspectors, who have been certified pursuant to chapter 468 and such personnel as are necessary to administer and enforce the provisions of this code. Boards may also use local building department inspectors who are certified by the department to enforce this code. Plans or facilities that fail to meet the standards of the Florida Building Code or the Florida Fire Prevention Code may not be approved. When planning for and constructing an educational, auxiliary, or ancillary facility, a board must use construction materials and systems that meet standards adopted pursuant to s. 1013.37(1) (e) 3. and 4. If the planned or actual construction of a facility deviates from the adopted standards, the board must, at a public hearing, quantify and compare the costs of constructing the facility with the proposed deviations and in compliance with the adopted standards and the Florida Building Code. The board must explain the reason for the proposed deviations and compare how the total construction costs and projected life-cycle costs of the facility or component system of the facility would be affected by implementing the proposed deviations rather than using materials and systems that meet the adopted standards.

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Scope:

The BCPS Building Department performs plan reviews, issues building permits and performs inspections to verify compliance with the Florida Building Code, the State Requirements for Education Facilities, and other applicable requirements. In addition, the Department also coordinates with the BCPS Fire Department for fire safety plan reviews and inspections on all new construction.

In order to better serve the needs of the District we have reviewed the roles and responsibilities of the BCPS Building Department and have established and assigned the following responsibilities to the staff members.

Chief Building Official (CBO)

- Overall Management of all office Policy and Procedures.
- Maintain department budget and approval of all expenses/disbursements, including payroll and mileage vouchers.
- Code Interpretations - Render interpretations of applicable codes that are consistent with their spirit and purpose.
- Permitting – Final review and approval of all issues pertaining to permitting of the project. Coordinate with the ACBO-Plans for scheduling plan review workload and contracts and reviews external to the system.
- Inspections-Final review and approval of all issues pertaining to inspections of the projects. Coordinate with ACBO-Inspections regarding internal and external inspections, reviews and contracts.
- Occupancy – Final review and approval of all issues pertaining to occupancy of the project.

Assistant Chief Building Official (ACBO)-Inspections

- Office Production and Processes – Responsible for day to day operation of staff and inspection workload production. Plan, assign, direct, coordinate, and review the work of the staff.
- Inspections – Review all inspection field issues that cannot be resolved in the field by the field project team, prior to final code interpretations of the Chief Building Official.
- Annual Facility Permit (AFP)-Review PPO Work Orders and select, print and assign PPO inspections.
- Roofing – Assist in the coordination of all roofing plan review workload. Review and assign workload of roofing inspections and review all issues pertaining to roofing projects.
- Plan review –Assist in the review of comments/issues for permitting that are impeding the permit.
- Office Facilities – Oversight of office production and building systems/layout.
- Assist CBO when necessary in affixing dated signature for permits/plan changes/ shop drawings or rejection of said documents.

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Assistant Chief Building Official (ACBO-Plans)

- Office production and processes – Responsible for the day to day operation of the staff and plan review workload production. Plan, assign, direct, coordinate and review the work of the staff.
- Plan review – Provide workload management of the plan review backlog. Plan supervise and review the work of certified Plans Examiners. Assist in the review of comments/issues for permitting that are impeding the prosecution of issuance of a permit.
- Annual Facility Permit (AFP) Review the PPO Annual Facility Permit application yearly and facilitate the issuance of the PPO AFP.
- Inspection – Assist in the review of any inspections for permitting that are impeding the permit.
- Assist CBO when necessary in affixing dated signature for permits/plan changes/ shop drawings or rejection of said documents.

Senior Plan Examiner – Architectural/Structural

- Plan review – Plan, supervise and review the work of certified Plans Examiners.
- Plan review – Workload management of the plan review backlog.
- Plan review - Review comments/issues for permitting that are impeding the permit, prior to final code interpretations of the Chief Building Official.
- Plan review - Conduct code reviews of building/construction plans and specifications.

Plan Examiner/Inspector

- Perform plan review or inspection functions as directed.
- Conduct plan review to ensure compliance with contract documents, approved shop drawings, State Board of Education rules and all applicable codes, standards, and approved practices for quality control.
- Inspect contractor's work to ensure compliance with contract documents, approved shop drawings, State Board of Education rules, all applicable codes, standards, and approved practices for quality control.

Senior Engineer

Building Department

- Perform civil plan or inspection functions as directed
- Conduct Plan Review to ensure compliance with contract documents, approved shop drawings, State Board of Education rules, codes and standards.
- Review and approve permit close out and correspondence

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- Attend meetings as necessary to assist consultants in design development for the acquisition of a permit

District

- Design projects for the district from a civil engineering perspective
- Coordinate all civil functions with appropriate agencies to obtain permits and licenses and renewal of storm water licenses (including permit tracking and regulatory response).
- Site investigative consultation for project scope and needs assessment.
- Coordinate as necessary to protect the District's interests for property improvements, evacuation, easements, ROW's, etc.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPM-003 |
| | Effective Date: 05-27-2011 |
| Subject: Personal Conduct of the Code Official | Revision Date: |
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Purpose:

This policy specifies the District's expectations of personal conduct of the Code Official.

Definitions:

Code Official – State licensed Inspector, Plans Examiner and/or Building Code Administrator.

Project Team – FCM Project Manager, Contractor, Sub-contractor, Consultant and/or Sub-consultant.

Scope:

The Code Official occupies a position of trust and responsibility. The success of the districts school construction or PPO day labor programs depends to a good extent upon the manner in which he/she carries out his/her duties. The opinion and attitude of the public towards the district will to a large extent depend upon the just, impartial and unprejudiced decisions of the Code Official and his/her conduct.

Policy:

Code Officials shall not solicit or accept a loan, gift or gratuity of any value, either directly or indirectly, from any individual, contractor, subcontractor, group, company of corporation that is in any way responsible for compliance with the terms and conditions of the construction contract or any subcontract hereunder.

Code Officials shall exercise good judgment in administering his/her assigned duties and shall impose no unjust or unreasonable demands on the Project Team. Code Official shall apply him/herself diligently to the performance of his/her duties and shall endeavor to increase his/her individual ability and knowledge at all times.

Code Officials shall do his/her utmost to obtain and ensure quality workmanship. Code Official shall work to have an understanding with the Contractor, Consultant, Project Manager and/or Project Supervisor what will be acceptable from the beginning of the project.

Code Officials shall not procrastinate, but rather, shall take immediate action against violations, negligence and any evidence of bad faith or fraud. Code Official shall not interfere with the work to be installed and/or performed, nor assume any responsibility for the work to be inspected.

Code Officials shall not advise on or issue directions relative to any aspect of construction means, methods, techniques, sequences or procedure, but should note any and all incorrect practices of work and call them to the attention of the Project Manager and/or Consultant.

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Code Officials shall not undertake or engage in any other job, duty or occupation, which will interfere with the performance of his/her inspection duties.

Code Officials shall at all times adhere to a strict moral code and expect similar conduct from all other parties at the job site. Code Official shall endeavor to maintain at all times a highest standard of personal relationship with all business associates, the public and all school district personnel.

Reference:

School Board of Broward County Policy 4009.11

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPM-004 |
| | Effective Date: 07-27-2007 |
| Subject: Standards of Performance (BTU-TSP) | Revision Date: 05-27-2011 |
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Scope:

The following rules and regulations are being provided to all BTU-TSP Building Department employees per Article Four; Section B-4, as a “Standards of Performance and Conduct” for the purpose of efficiency, safe practices and discipline. All employees are expected to review, understand and comply with these standards.

- Observe and follow all Broward School Board Policies and Federal, State and local laws.
- Employees are required to report to the office each morning for work on, or before their assigned start time each “workday” and must return to the office at least 1 hour before their assigned ending time each afternoon. Scheduled start times are 7:00 AM or 7:30 AM; end times are 3:30 PM or 4:00 PM respectively. *Definition “Workday” – The period of time each day that an employee is to be present and performing assigned duties as designated by management. The workday is 8.5 consecutive hours, including a mandatory 1 hour unpaid duty-free meal period (lunch hour).*
- Each employee must sign-in upon arrival and sign-out when leaving the campus so that management and clerical know where you are if you need to be contacted (other than lunch time). Do not call in and ask clerical or anyone else to sign-in for you. If you are going to more than one school site list all planned stops on the daily travel sheet, any changes can be recorded on the Daily Log the next day. Each employee is expected to be at the location(s) indicated on the daily travel sheet and sign-in at the Administration Office of the site so school based staff is aware you are on campus. *Sign-in at the Administration Office is not required if you are in the fenced compound of the General Contractor.*
- Lunch time should not exceed one hour including travel. Beginning and ending times of lunch must occur between the 11:30 AM and 1:30 PM. This requirement may be waived in some situations as long as it is not requested excessively and must be approved by your supervisor in advance.
- Flexible Hours, employees shall be allowed with the approval of their supervisor to adjust their work schedule to allow for medical appointments or personal emergencies. Make-up time shall not include the mandatory lunch period.
- Flexible work schedules may be assigned by mutual agreement to support the 24-hour operating schedule of the department; and to adapt to recurring workload requirements. Work schedules for each employee shall be established, anticipating, to the extent possible, extra and/or other than normal schedule requirements. When a department deems it necessary to institute a second/third/alternate shift, the department shall initially solicit volunteers. If there are an inadequate number of volunteers, those employees with the necessary qualifications shall be selected by reverse seniority.

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- All compensatory time must be **pre-approved**. Compensatory Time shall be earned at the ratio of 1:1 for pre-approved work in excess of thirty-seven and one-half (37.5) hours and may not be replaced by the mandatory lunch period. The accumulation of compensatory time is limited to forty (40) hours.
- Use of Sick Leave, an employee shall have the right to use sick leave in hourly increments, for the purpose of medical or dental appointments. When absent from work you must call in at (754) 321-4800 or (754) 321-4801 by 8:00 a.m. that day advising management of your absence and your planned return date. This requirement may be waived in extreme emergency situations.
- Vacation requests shall be properly submitted by the employee to the appropriate supervisor, the request shall be completed and approved **prior to the first day of vacation**. Employees are requested to manage and/or schedule their accrued vacation leave so not to disrupt the work of the department.
- Inspections reports will be approved, or rejected with appropriate explanation and code citation noted in the body of the report. Inspection reports shall not note or offer any remedies to correct code defects beyond citing a deficiency, explaining what the deficiency is, and where the item cited is described in the code or reference document. Inspection reports shall be signed and dated and must include the license number of the inspector. The date must include the time of day the inspection was performed.
- Plan Review comments will be concise, accurate and must include the code citation. Plan review comment forms or any correspondence shall not offer remedies to correct code defects beyond citing a deficiency, explaining what the deficiency is, and where the item cited is described in the code or reference document.
- Demonstrate evidence of social skills, which assist others to interact constructively, be cooperative, courteous, helpful, and professional in all dealings with people. Refrain from inappropriate verbal remarks or physical gestures (i.e., making faces, snickering, rolling eyes) and making under breath comments in meetings, training or inspections. Pay attention and focused on the agenda, do not engage in other activities, avoid distracting other participants during staff meetings or training.
- Be present and on time for all meetings, stand-up reviews or inspections, or provide a reason prior in anything other than an emergency. When absent from a staff meeting it is your responsibility to read the staff meeting minutes and speak with your supervisor for essential information that you may have missed within 24 hours upon returning to work.

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- During work hours respond to cell phone calls from department personnel, facilities or contractors within one (1) hour. Employer issued cell phones must be on during the workday, have a charged battery, activated voice mail and carried with you at all times during the workday. Change your message on voice mail and e-mail when out sick or on vacation to say you are out of the office, who to contact in your absence and indicate when you will return.
- Read e-mail daily and respond timely (within 2 work days unless otherwise requested). If you do not have the information requested, then respond acknowledging the e-mail and when you expect to have the requested information. When preparing an e-mail, include a description in the subject line. E-mails should be informational in nature and staff should refrain from sending e-mails that contain ambiguous messages or uncomfortable feelings within the office environment.
- Computer and Web Access/Internet usage is a privilege and must be limited to School Board of Broward County business. Use of personal messaging/email is not permitted. Employees must refrain from conducting outside business during work hours and using department resources.
- School Board of Broward County I.D. badges must be worn at all times. Inspectors/Plan Reviewers are required to sign-in at the Administration Office so school based staff are aware you are on campus.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPM-005 |
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| Subject: Standards of Performance (FOPE-Clerical) | Revision Date: 05-27-2011 |
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The following guidelines and procedures are being provided to all FOPE (Clerical) Building Department employees as a “standards of performance and conduct” for the purpose of efficiency, safe practices and discipline. All employees are expected to review, understand and comply with these standards.

- Observe and follow all Broward School Board Policies and Federal, State and local laws.
- Arrive at the office for work on or before assigned start time each workday and leave from the office at your assigned end time. Definition “Workday” – The period of time each day that an employee is to be present and performing assigned duties as designated by management. The workday is 8 consecutive hours, including a mandatory 1 hour unpaid duty-free meal period. See start time/end time schedule included in this text.
- Lunch hour should not exceed one hour. Beginning and ending times of lunch hour must occur between the hours of 11:30 AM and 1:30 PM. This requirement may be waived in some situations as long as it is not requested excessively and must be approved by your supervisor in advance.
- Flexible Hours, employees shall be allowed with the approval of their supervisor to adjust their work schedule to allow for medical appointments or personal emergencies. Make-up time shall not include the mandatory lunch period.
- All employees working six (6) or more hours per day shall have two (2); fifteen (15) minute paid breaks each day, one in the morning and one in the afternoon. Scheduled breaks may not substitute for paid work time. See the break schedules included in this text.
- Vacation requests shall be properly submitted by the employee to the appropriate supervisor and be completed and approved prior to the first day of vacation. Employees are requested to manage and/or schedule their accrued vacation leave so not to disrupt the work of the department.
- Use of Sick Leave, an employee shall have the right to use sick leave in hourly increments, for the purpose of medical or dental appointments. When absent from work you must call in at (754) 321-4800 or (754) 321-4801 by 8:00 a.m. that day advising management of your absence and your planned return date. This requirement may be waived in extreme emergency situations.
- Demonstrate evidence of social skills, which assist others to interact constructively, be cooperative, courteous, helpful, and professional in all dealings with people. Refrain from inappropriate verbal remarks or physical gestures (i.e., making faces, snickering, rolling eyes) and making under breath comments.

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- Be present and on time for all meetings or provide a reason prior in anything other than an emergency. When absent from a staff meeting it is your responsibility to read the staff meeting minutes and speak with your supervisor for essential information that you may have missed within 24 hours upon returning to work.
- During work hours respond to phone calls from department personnel, facilities or contractors within 25 minutes. Change your message on voice mail and e-mail when out sick or on vacation to say you are out of the office, who to contact in your absence and indicate when you will return.
- Read e-mail daily and respond timely (within 2 work days unless otherwise requested). If you do not have the information requested, then respond acknowledging the e-mail and when you expect to have the requested information. When preparing an e-mail, include a description in the subject line. E-mails should be informational in nature and staff should refrain from sending e-mails that contain ambiguous messages or uncomfortable feelings within the office environment.
- When absent from work you must call in at (754-321-4800 or 754-321-4801) by 8:00 a.m. that day advising management of your absence and your planned return date. This requirement will be waived in extreme emergency situations.
- Computer and Web Access/Internet usage is a privilege and must be limited to School Board of Broward County business. Use of personal messaging/email is not permitted. Employees must refrain from conducting outside business during work hours and using department resources.

| Workday Time Schedule | | | | |
|------------------------------|---------------------|--|---------------------|-----------------|
| Start Time | First Break | Lunch | Second Break | End Time |
| 7:00 AM | 9:30 AM - 9:45 AM | 11:30 AM - 12:30 PM | 1:30 PM – 1:45 PM | 3:00 PM |
| 7:30 AM | 9:45 AM - 10:00 AM | 11:45 AM - 12:45 PM | 1:45 PM - 2:00 PM | 3:30 PM |
| 8:00 AM | 10:00 AM - 10:15 AM | 12:00 AM - 1:00 PM | 2:00 PM - 2:15 PM | 4:00 PM |
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| | Effective Date: 04-10-2007 |
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Policy 7001 - BUILDING CODES

F.S. 1013.371 (1) CONFORMITY TO THE FLORIDA BUILDING CODE AND FLORIDA FIRE PREVENTATION CODE REQUIRED FOR APPROVAL. THE BOARD MAY NOT APPROVE ANY PLANS FOR THE CONSTRUCTION, RENOVATION, REMODELING, OR DEMOLITION OF ANY EDUCATIONAL OR ANCILLARY BUILDINGS, INCLUDING RELOCATABLES, UNLESS THE PLANS CONFORM TO THE REQUIREMENTS OF THE FLORIDA BUILDING CODE AND THE FLORIDA FIRE PREVENTION CODE.

F.S 1013.371 (2) ENFORCEMENT BY BOARD. THE BOARD SHALL PROVIDE FOR THE PROPER SUPERVISION AND INSPECTION OF CONSTRUCTION, RENOVATION, REMODELING, OR DEMOLITION OF ANY EDUCATIONAL OR ANCILLARY BUILDINGS INCLUDING RELOCATABLES. THE BOARD MAY EMPLOY A CHIEF BUILDING OFFICIAL, PLANS EXAMINERS AND INSPECTORS, AND SUCH OTHERS, WHO HAVE BEEN CERTIFIED PURSUANT TO F.S. 468, AND SUCH PERSONNEL AS ARE NECESSARY TO ADMINISTER AND ENFORCE THE PROVISIONS OF THE FLORIDA BUILDING CODE AND FLORIDA FIRE PREVENTION CODE.

THE BOARD SHALL AUTHORIZE THE SUPERINTENDENT TO ADVERTISE FOR BIDS FOR PROJECTS UP TO \$750,000.00 OR LESS.

RULES:

SECTION I: PLAN REVIEW

The School Board, or any volunteer or service organization, which undertakes new construction, remodeling, renovation, leasing, lease-purchase, day labor project, addition to any educational building, or ancillary facility project, regardless of cost or fund source, shall have plans and specifications prepared by a design professional registered in compliance with *Chapters 481 and 471, F.S.*

The School Board may not approve any plans for the construction, renovation, remodeling, or demolition of any educational or ancillary plants unless the plans conform to the requirements of the Florida Building Code and the Florida Fire Prevention Code.

EXCEPTION: Maintenance and repair projects may not require professional services; however, they must be reviewed and approved for compliance with applicable building and life-safety codes, and constructed accordingly. Maintenance and repair projects include: repainting of interior or exterior surfaces; resurfacing of floors; repair or replacement of glass; repair of hardware, furniture, equipment, electrical fixtures, and plumbing fixtures; repair or resurfacing of parking lots, roads, and walkways or, the placement and hookup of relocatables. Maintenance and repair projects include upkeep of facilities, but not renovation of facilities.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPM-006 |
| | Effective Date: 04-10-2007 |
| Subject: School Board Policy 7001 – Construction Codes | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 2 of 3 |

The Chief Building Official shall establish the formal permit application and submittal requirements necessary to ensure compliance with the Florida Building Code

The Building Department will also review all phase III 50% documents for preliminary code compliance.

SECTION II: PERMIT APPROVAL

The School Board, or any volunteer or service organization, who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

Two (2) types of permits will be issued: annual facility maintenance permits and building permits.

A. Annual Facility Maintenance Permits:

Each school or facility will be issued an annual facility maintenance permit to facilitate routine maintenance, emergency repairs, building refurbishment, and minor renovations of systems or equipment. Qualifier for this type of permit will be the Physical Plant Operations Division’s Executive Director and/or his/her designee. Permits will be issued in their names. *The amount expended per maintenance project may not exceed \$200,000, which must be adjusted by the percentage change in the Consumer Price Index from January 1, 1994, to January 1 of the year in which the project is scheduled to begin.* A facility maintenance permit is valid for one (1) year. A detailed log of alterations and inspections must be submitted and maintained by the Physical Plant Operations Division and semi-annual reports submitted to the District’s Building Department. The Chief Building Official and/or his/her authorized designees retain the right to make inspections at the facility site as he/she considers necessary.

B. Building Permits:

Building permits are required for all new construction, additions, remodeling, renovations, site work, structural modifications, major mechanical and electrical upgrades, roofing, re-roofing, and demolition. District Project Managers and/or their Contractors will submit an application for a permit to the Building Department and/or Chief Building Official. Upon review and approval by the Building Department and/or Chief Building Official, a permit will be issued and work inspected. When the work is deemed complete, the Building Department and/or Chief Building Official will issue a Certificate of Occupancy.

The Chief Building Official shall establish formal permit procedure requirements necessary to ensure compliance with the Florida Building Code.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPM-006 |
| | Effective Date: 04-10-2007 |
| Subject: School Board Policy 7001 – Construction Codes | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 3 of 3 |

SECTION III: INSPECTIONS

The Chief Building Official shall inspect, or cause to be inspected, at various intervals all construction or work for which a permit is required. Final inspections shall be made of every building, structure, mechanical, electrical, low voltage, plumbing, gas, energy conservation, or fire protection systems upon completion by the individual requesting the permit and prior to the issuance of a Certificate of Occupancy (CO), a Certificate of Completion (CC), or any occupancy or use of the permitted work.

The Chief Building Official shall establish formal inspection requirements necessary to ensure compliance with the Florida Building Code.

SECTION IV: APPEALS

The Chief Building Official will make all necessary code interpretations of the Florida Building Code when evaluating Broward County Public School construction projects during both the plan review and inspection process. When making final interpretations of the Florida Building Code, the Chief Building Official may consider additional advisory opinions from the Department of Education and the Building Official's Association of Florida when making code interpretations.

If an interested party disagrees with the final interpretation from the Chief Building Official and wishes to challenge such interpretation the next appropriate board of authority would be the Florida Building Commission. The Florida Building Commission relies on a series of Technical Advisory Committees, who will render an opinion on the interpretation to the Building Commissioners. The Building Commission, by majority vote, would render a final ruling on the interpretation which would deliver its decision to all relevant parties.

The Florida Building Commission also takes into account additional advisory opinions from the Department of Education and the Building Official's Association of Florida prior to rendering a final ruling on a code interpretation.

The Chief Building Official shall establish formal code interpretation procedure requirements necessary to ensure compliance with the Florida Building Code.

Authority: F.S. 553.775 and 553.79, F.S. 1001.41 (1) (2), F.S. 1013.37, 1013.371 and 1013.38, State Requirements for Educational Facilities (SREF) 4.3 (1) (a)

POLICY APPROVED: 8/5/71

POLICY READOPTED: 9/5/74

POLICY AMENDED: 3/20/75, 8/14/01, and 4/10/07.



BUILDING DEPARTMENT

Section 3: Admin Procedures

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| Broward County Public Schools Building Department Administrative Policy & Procedure Manual | Section No: BDAP-100-01 |
| | Effective Date: 05-27-2011 |
| Subject: Vision and Mission Statement | Revision Date: |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 1 |

Vision Statement:

We all want the construction of the schools and facilities in the Broward County Public Schools system to be safe, code compliant, free of hazards and any other condition that may directly or indirectly pose a threat to the well-being of the students, staff and the general public.

We all want a Building Department the employees can be proud of and committed to, where all employees have an opportunity to contribute, learn, grow and advance based on merit. Above all, we want to derive satisfaction from and recognition for our accomplishments and services.

We recognize that we must create a culture that values all employees, encourages and rewards performance, fosters teamwork through the development and empowerment of the employees.

Mission Statement:

It shall be the mission of the Building Department of Broward County Public Schools to provide professional plan review, permitting and building inspection services along with technical support services for all Broward County Public Schools, both owned and leased facilities.

To ensure compliance with the Florida Building Codes, State Requirements for Educational Facilities, all other applicable building codes, and district standards which would result in a safe and code compliant and productive learning environment.

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| Broward County Public Schools Building Department Administrative Policy & Procedure Manual | Section No: BDAP-100-02 |
| | Effective Date: 05-27-2011 |
| Subject: Equal Opportunity Employer | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 1 |

EEO:

As an equal opportunities/equal access employer, The School Board of Broward County, Florida, is committed to ensuring that no employee or applicant is discriminated against in any term or condition of employment. In accordance with Policy 4001.1, "Nondiscrimination Policy," the School Board prohibits any policy or procedure which results in discrimination based upon age, color, disability, gender, marital status, national origin, race, religion or sexual orientation.

The Equal Educational Opportunities (EEO) Department is charged with the responsibility of monitoring, coordinating, and recommending action in accordance with district policies, as well as state, local and federal statutes pertaining to equal opportunity/equal access in employment and education.

Sexual Harassment:

Sexual harassment is a form of discrimination and not only violates School Board policy, but also applicable local, state, and federal laws.

The School Board of Broward County, Florida, has developed a Sexual Harassment Training Program aimed towards increasing awareness of and preventing sexually inappropriate behavior in the school and workplace. All employees are required to preview the video, "Recognizing and Preventing Sexual Harassment," review the accompanying sexual harassment information package, and sign the training acknowledgment form. This material can be obtained by contacting the "EEO Liaison" in your school/department or the Equal Educational Opportunities Department at 754-321-2150.

Americans with Disabilities Act (ADA):

The Americans with Disabilities Act of 1990 provides that no qualified individual with a disability shall, because of that disability, be excluded from participation in or be denied the benefits of services, programs, or activities, or be subjected to discrimination, harassment, intimidation, retaliation, or coercion.

Under the ADA, the School Board is required to provide *reasonable accommodation* to the known disability of a *qualified applicant or employee*, unless such an accommodation would pose an *undue hardship*.

Incident Reporting:

Questions or concerns pertaining to discrimination or harassment may be addressed informally through your immediate supervisor or school/department head. If you are not comfortable speaking with your supervisor or school/department head about your concern, or if you wish to file a formal complaint of discrimination or harassment, you may contact the Equal Educational Opportunities Department, 754-321-2150. You have a right to expect your complaint to be investigated fully and in a timely manner. The confidentiality of both the complainant and the accused will be protected in accordance with federal and state laws.

Reference:

School Board of Broward County Policy 4001.1 Nondiscrimination Policy

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|---|--------------------------------------|
| Broward County Public Schools Building Department Administrative Policy & Procedure Manual | Section No: BDAP-100-03 |
| | Effective Date: 05-27-2011 |
| Subject: Drug Free Work Place | Revision Date: |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 1 |

Scope:

It is the intent of The School Board of Broward County, Florida, to comply with the Drug-Free Workplace Act, as amended, and other applicable laws which require the School Board to maintain a Drug-Free Workplace. In line with the Drug-Free Workplace policy adopted by the Broward County School Board, the following guidelines are published to ensure compliance by all Building Department staff.

Policy:

The use of Alcohol and/or Drugs will not be permitted during the work day. This shall include both breaks and lunch hour. If a staff member reports to work and there is any indication that he/she appears to be impaired and unable to perform his/her normal job functions, the Director (or his designee) will be notified immediately. The matter will be reviewed and testing may be requested per Board Policy.

If the staff member is found to be in violation of the District's Drug Free Work Place policy, an immediate suspension may take place while a complete review and determination is made. This could result in further disciplinary action, up to and including termination.

The School Board and Building Department supervision urges everyone to review the Employee Assistance Program, which is a confidential program offered by the District. In order to continue the Building Department's goal of maintaining a highly productive staff, if an employee feels they need assistance, supervision encourages them to utilize this program.

For additional information, reference the Collective Bargaining Agreements with either the TSP-BTU or F.O.P.E. which addresses this issue.

Reference:

School Board of Broward County Policy 2400

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| Broward County Public Schools Building Department Administrative Policy & Procedure Manual | Section No: BDAP-100-04 |
| | Effective Date: 01-02-2007 |
| Subject: Work Hours | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 1 |

Purpose:

This policy specifies the hours of work for the Building Department staff.

Scope:

The normal workday for a full-time TSP-BTU (administrative) staff member at the BCPS Building Department is 8.5 consecutive hours, including a 1 hour unpaid duty-free meal period. The standard workweek for full-time employees will be thirty-seven and one-half (37.5) hours.

The normal workday for a full-time FOPE (clerical) staff member at the Building Department is 8 consecutive hours, including a 1 hour unpaid duty-free meal period. The standard workweek for full-time employees will be thirty-five (35) hours.

No employee shall be required to work more than sixteen (16) hours in a workday, except in case of an emergency or operational need of the District.

Policy:

The workweek shall consist of five (5) days – Sunday through Saturday. The standard work week for payroll purposes commences immediately after midnight on Sunday and runs for seven consecutive days ending on midnight the following Saturday. Workdays shall be consecutive unless mutually agreed by the employee and his/her supervisor.

Each Employee is required to report in person to the office each morning on, or before, assigned start time and leave from the office or the last inspection and/or job site visit at your assigned end time. Scheduled start times are 7:00am or 7:30am and end times are 3:30pm, 4:00pm respectively. This is to ensure timely inspections and proper documentation of the projects and their inspection status.

Each Employee must sign-in upon arrival and sign-out when leaving the campus (other than lunch time) so that management knows where you are if you need to be contacted. If going to more than one school site list all planned stops, any changes can be recorded on the Daily Log the next day.

Lunch hour should not exceed one hour. Beginning and ending times of lunch hour must occur between the hours of 11:00am-2:00pm. This requirement may be waived in some situations as long as it is not requested excessively and must be approved by your supervisor in advance.

Employees shall be allowed with the approval of their supervisor to adjust their work schedule to allow for medical appointments or personal emergencies.

Employees, whose duties are technically oriented, highly specialized, and do not include direct or indirect supervision of other employees, may be assigned flexible work schedules to support the 24-hour operating schedule; respond to emergency/unforeseen requirements; and to adapt to cyclic workload requirements. Regular work schedules for each employee shall be established, anticipating, to the extent possible, extra and/or other than normal schedule requirements. When a department deems it necessary to institute a second and/or third shift, the department shall initially solicit volunteers. If there are an inadequate number of volunteers, those employees with the necessary qualifications shall be selected by reverse seniority.

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|---|--------------------------------------|
| Broward County Public Schools Building Department Administrative Policy & Procedure Manual | Section No: BDAP-100-05 |
| | Effective Date: 01-02-2007 |
| Subject: Earned Annual Leave | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 1 |

Purpose:

This policy specifies the Earned Annual Leave and how request for leave will be approved for the Building Department staff.

Scope:

Each All permanent employees on Board assigned vacation earning calendars shall be eligible to receive a vacation with pay subject to the following provisions:

To ensure that the BCPS Building Department is sufficiently staffed at all times the following rules from School Board policy 4480 EARNED ANNUAL LEAVE - PAID VACATION(S) will be adhered to.

Policy 4480 Rule # 3. With the exception of authorized Professional Leave, time taken off from the job must be charged to a Board-approved leave as listed in a School Board's Policy, or a leave contained in a Board-approved collective bargaining agreement.

Policy:

Policy 4480 Rule # 4 (a) Vacation requests, properly signed by the employee and the appropriate division head and/or department head, shall be completed prior to the first day of vacation. Note, prior to the first day of vacation does not include informing this office the morning you will be out of the office stating you will be taking a vacation day. The vacation request form must be completed by the employee and approved prior to the first day of vacation.

Policy 4480 Rule # 4 (b) The affected employee's supervisor may reject a vacation request for a specific date if he/she feels that the employee's absence may disrupt the work of the department/school.

As a department rule, two weeks prior to the beginning of the school year and the week of school opening no vacation requests will be considered unless extenuating circumstances exist. If time off is required during this timeframe, the employee will need to discuss the circumstances with their supervisor in advance. Best judgment will be used considering the needs of the employee with the needs of the District.

Standard practice will be that no more than 1/3 of the staff in a specific construction discipline may be out on Earned Annual Leave at a time. (Example; 12 Building Inspectors/Plan Examiners on staff, a total of 4 Building Inspectors/Plan Examiners may be out on Earned Annual Leave at any given time.)

As a department rule this also will apply to within two weeks of the occupancy date of a new school and/or addition that the employee is assigned and the week that a new school and/or addition is scheduled to open.

Policy 4480 Rule # 4 (e) No employee may take in excess of fifteen (15) vacation days in any given month without the express written authorization of the Superintendent or his designee.

Policy 4480 Rule # 4 (f) Each employee on a vacation-earning calendar must take a minimum of five (5) consecutive vacation days per year providing the employee has accrued five (5) days. This provision may be waived by the Superintendent or his/her designee in unusual circumstances.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDAP-100-06 |
| | Effective Date: 07-27-2009 |
| Subject: Compensatory Time | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 1 |

Purpose:

This policy specifies the process for compensatory time for Building Department staff.

Scope:

Staff exempt from coverage by the Fair Labor Standards Act (FLSA) shall receive compensatory time at the ratio of 1:1 for pre-approved work in excess of thirty-seven and one-half (37.5) hours. The accumulation and use of compensatory time shall be recorded in a standard format established by the Board.

Policy:

Compensatory time shall be scheduled by mutual agreement by the employee and his/her supervisor. If compensatory time is denied, arrangements shall be made to schedule another mutually agreeable time promptly after such denial.

The employer shall not unreasonably deny a request for compensatory time. The employee shall not be unreasonable in selecting time off.

When an exempt employee is requested to work overtime and compensatory time cannot be taken because of operational needs of the District, overtime shall be paid to the affected employee at his/her regular hourly rate at the end of the fiscal year or when approved in advance by his/her supervisor.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDAP-100-07 |
| | Effective Date: 07-27-2009 |
| Subject: Absences and/or Tardiness | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 1 |

Purpose:

This policy specifies the guidelines for Absences and/or Tardiness for the Building Department staff.

Scope:

Because we serve the public, it is very important to get to work on time and to be present every day. The public expects and has a right to demand prompt and efficient service. If you must be absent, it is your responsibility to notify your supervisor at once. This allows him/her to reassign your work and maintain a high standard of service.

Policy:

If an employee finds it necessary to be absent or late from his/her duties because of an illness the employee **MUST** notify the employee's direct supervisor or the department representative at least one-half (1/2) hour before the employee's scheduled time to report to work.

An employee shall have the right to use sick leave in hourly increments, for the purpose of medical or dental appointments. If an immediate supervisor suspects an abuse of sick leave, he or she shall first investigate the matter and discuss the findings with the affected employee.

An abuse of sick leave is defined as a pattern or series of absences, which occur over an extended period of time, and on a regular and predictable basis and without adequate justification. For example a regular and predictable basis would be: sick leave being used as soon as earned; absence on only Mondays or Fridays; absences occurring on the days before or after a holiday period; absences occurring on the day after a payday on a regular basis.

If the investigation sustains that a documented pattern of abuse does exist the employee may be subject to disciplinary action.

All absences will be recorded in the pay period in which they occur. Fully signed Certificates of Absence are to be submitted to the payroll person for your section the day that you return from the absence.

If you are absent on the day payroll is due, your immediate supervisor must complete, sign and submit a Certificate of Absence on the employees behalf.

Certificates of Absences shall not be submitted retroactively.

For further information on sick leave, employee is directed to School Board Policy 4400

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| Broward County Public Schools Building Department Administrative Policy & Procedure Manual | Section No: BDAP- 100-08 |
| | Effective Date: 01-02-2009 |
| Subject: Identification Badges | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 1 |

Purpose:

This policy specifies the use of School Board of Broward County Identification badges for all Building Department staff.

Scope:

Each employee will be issued an identification badge by the School Board's Personnel Department upon employment. The BCPS Building Department uses the Security Tracking and Response (STAR) unit that is installed at our main reception area maintaining a standard method to document department visitors.

The BCPS Building Department is utilizing the STAR system to accomplish the following:

- Standardize manual visitor logs and provide visitor photo passes
- Identify & monitor the ingress and egress of staff from district departments.
- Capture a digital image of the person as well as details of the individual's ID.
- Record the date and time of a person's arrival and departure to the BCPS Building Department, creating a tracking mechanism of the individual's activities
- Generate customizable reports showing daily, weekly and monthly visitor counts

Policy:

It is mandatory that all staff members wear their identification badges during the entire work day. Badges should be worn in an appropriate and clearly visible location on the employee's clothing.

Staff members that lose or misplace their identification badges must report the situation to their supervisor immediately. Staff members will be responsible for the cost of replacement.

All district employees, vendors or visitors that visit the BCPS Building Department must report to the departments' main reception area located at room 903, (Inspection Desk). Once you announce yourself you will be asked to scan your School Board security badge into the STAR system. You will be asked who you would like to visit and the nature of your visit, the clerical staff will introduce you and direct you to the correct office.

If you do not have a district issued security badge the clerical staff will assist you in logging into the star system, this will involve providing your name and identification and posing for a photo.

Please remember, once you've completed your business with the BCPS Building Department, please do not forget to scan your badge again, signing out of the department.

To ensure that everyone uses the STAR system the other doors to the department will be locked, this includes the door to Room 901, (Plan Review Desk). All visitors must report to the main reception desk at Room 903.

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| Broward County Public Schools Building Department Administrative Policy & Procedure Manual | Section No: BDAP-100-09 |
| | Effective Date: 01-02-2007 |
| Subject: Dress Code | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 1 |

Purpose:

This policy specifies the dress code for all Building Department staff.

Scope:

Your appearance says a lot about your readiness to work and get the job done. The district has a strong emphasis on uniforms and dress codes for students. All employees can help make these new policies a success by modeling good choices through appropriate and professional attire. Neatness and cleanliness are also important. Remember that we all serve as role models for our students.

Policy:

Staff members shall report to work dressed in clothing appropriate to his/her job function and work location. Staff shall dress appropriately and professional. The department dress code could best be described as business casual. In general, business casual means dressing professionally, looking relaxed yet neat and pulled together.

For women: A reasonable length skirt (not mini-skirt), full-length trousers or jeans, or appropriate length casual shorts combined with a top (such as a dress shirt, polo, or sweater set) is considered acceptable. An informal dress with appropriate skirt length is also acceptable.

For men: A combination of collared shirt (such as a dress shirt or polo shirt), pants/trousers (such as khakis) or jeans with a belt.

Unacceptable for either gender: wearing tee-shirts or tee-shirts with slogans and/or advertisements, tank tops, or cut-offs, gym clothes, rumpled or ripped clothing, miniskirts, underwear as outerwear, inappropriately revealing attire such as bare midriffs, and flip-flops.

Construction Sites/Projects: All Inspectors should wear work shoes or boots with slip-resistant and puncture-resistant soles. Safety-toed footwear should be worn to prevent crushed toes when working around heavy equipment or falling objects.

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| Broward County Public Schools Building Department Administrative Policy & Procedure Manual | Section No: BDAP-100-10 |
| | Effective Date: 05-27-2011 |
| Subject: Worker Safety on Job Construction Sites | Revision Date: |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 1 |

Scope:

Nearly 6.5 million people work at approximately 250,000 construction sites across the nation on any given day. The fatal injury rate for the construction industry is higher than the national average in this category for all industries.

Potential hazards for workers on construction sites include:

- Falls (from heights)
- Trench collapse
- Scaffold collapse
- Electrical Shock and arc flash/arc blast
- Failure to use proper personal protective equipment

Safety guidelines:

Ladders and stairways are a source of injuries and fatalities among construction workers. OSHA estimates that there are 24,882 injuries and as many as 36 fatalities per year due to falls on stairways and ladders used in construction. Nearly half of these injuries were serious enough to require time off the job.

Use the correct ladder for the task. Visually inspect a ladder before use for any defects such as; structural damage, split/bent side rails, broken or missing rungs/steps/cleats. Make sure that ladders are long enough to safely reach the work area. Never load ladders beyond the maximum intended load or beyond the manufacturer's rated capacity. Be sure the load rating can support the weight of the user, including materials and tools. Avoid using ladders with metallic components near electrical work and overhead power lines.

Head Protection Serious head injuries can result from blows to the head. Inspectors must wear hard hats where there is a potential for objects falling from above, bumps to their heads from fixed objects, or accidental head contact with electrical hazards.

Foot Protection Construction workers should wear work shoes or boots with slip-resistant and puncture-resistant soles. Safety-toed footwear should be worn to prevent crushed toes when working around heavy equipment or falling objects.

Additional Information: Additional resource materials can be found on the OSHA website:
www.osha.gov



BUILDING DEPARTMENT

Section 4: Plan Review Application

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPR-200-01 |
| | Effective Date: 07-27-2009 |
| Subject: Phase III 60% Plan Review Submittal Application | Revision Date: 05-27-2011, 10-27-2016 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 1 |

Scope:

The following process will provide information to assist in completing a Phase III 60% Plan Review Submittal Application. A Phase III 60% Plan Review Submittal Application provides basic information about the Project, the Architect/Engineer and Sub-Consultants.

Process:

Phase III 60% Plan Review Submittal Application

The Phase III 60% Plan Review Submittal Application shall provide basic information about the Project, the Architect/Engineer, and Sub-consultants.

- **Project** - The facility name, project name, project number, value of construction, and a description of the work to be performed must be included on the Phase III 60% Plan Review Submittal Application. The building height, construction type, occupancy classification, and square footage of each occupancy classification must also be provided.
- **Project Manager** – The name of the Broward County Public School, The Division of Facilities and Construction Management’s project manager assigned to manage the project for the District.
- **Architect/Engineer** - The name of the prime Architect/Engineer of Record must be provided on the application.
- **Sub-Consultants** - The name of all major sub-consultants must be provided on the application

Application Attachments

- **Construction Documents** - One (1) signed and sealed set of construction plans and specifications must be included with the Phase III 60% Plan Review Submittal Application.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPR-200-02 |
| | Effective Date: 07-27-2009 |
| Subject: Phase III 100% Plan Review Submittal | Revision Date: 05-27-2011, 10-27-2016 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 2 |

Scope:

The following process will provide information to assist in completing a Phase III 100% Plan Review Submittal . A Phase III 100% Plan Review Submittal Application provides basic information about the Project, the Architect/Engineer and Sub-Consultants.

Process:

Phase III 100% Plan Review Submittal Application

The Phase III 100% Plan Review Submittal Application shall provide basic information about the Project, the Architect/Engineer, and Sub-consultants.

- **Project** - The facility name, project name, project number, value of construction, and a description of the work to be performed must be included on the Phase III 100% Plan Review Submittal Application. The building height, construction type, occupancy classification, and square footage of each occupancy classification must also be provided.
- **Project Manager** – The name of the Broward County Public School, The Division of Facilities and Construction Management’s project manager assigned to manage the project for the District.
- **Architect/Engineer** - The name of the prime Architect/Engineer of Record must be provided on the application.
- **Sub-Consultants** - The name of all major sub-consultants must be provided on the application

Application Attachments

- **Design Review** – A copy of the Division of Facilities and Construction Management, Design Services Department’s Phase III 50% approval letter and all associated comments.(This needs to be rewritten or eliminated)
- **BCPS Building Department Phase III 60% Comments** - A minimum of three (3) copies of the BCPS Building Department’s Phase III 60% review comments with every comment responded to by the Consultant and/or Sub-Consultant of the discipline noted on the review.
- **Construction Documents** - A minimum of three (3) signed and sealed sets of construction plans and specifications must be included with the Phase III 100% Plan Review Submittal Application. **Note:** If the level of work requires the involvement of a design professional as described in Chapters 471 and 481 of the Florida Statutes, these documents must be signed and sealed by the Architect/Engineer of Record. If the level of work does not require the involvement of a design professional as described in Chapters 471 and 481 of the Florida Statutes and no professionals were involved in the preparation of the documents, the documents must be prepared and signed by the licensed contractor and/or contractors performing the work, including their state license numbers.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPR-200-02 |
| | Effective Date: 07-27-2009 |
| Subject: Phase III 100% Plan Review Submittal | Revision Date: 05-27-2011, 10-27-2016 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 2 of 2 |

- **Calculations** - Any calculations (e.g., structural, energy, wind load, etc.) required to demonstrate compliance or present the basis for compliance with Florida Statutes and the Applicable Codes and Standards must be provided in a bound document for review.
- **Reports** - Any reports (e.g., soils, drainage) required to demonstrate compliance, or present the basis for compliance, with Florida Statutes and the Applicable Codes and Standards must be submitted for review.



The School Board of Broward County, Florida
 Building Department Division

Application for Permit and Plan Review

PRIOR TO APPLICATION FOR PERMIT THE FOLLOWING MUST BE ADHERED TO:
 Three (3) Sets of Signed and Sealed Documents Are Required For New Permits
 Three (3) Sets of Signed and Sealed Documents are Required For Shop Drawings (if Applicable)
 No Permit Will Be Issued Until Current License, Insurance, and NTP or Purchase Order Are Provided
 All Project Submittals Must Be Complete or They Will Be Returned (NO EXCEPTIONS)

PHASE III – 100% RE-SUBMITTAL PROJECTS

| | | | |
|--|---|--|--|
| <input type="checkbox"/> Phase III 50% | <input type="checkbox"/> Phase III 100% | <input type="checkbox"/> Portable Move | <input type="checkbox"/> Shop Drawings |
| <input type="checkbox"/> Plan Change | <input type="checkbox"/> Roofing Permit | <input type="checkbox"/> Special (other) | <input type="checkbox"/> Technology |

| | | |
|------------------|---------------------|-----------------|
| Project Manager: | Telephone/Beeper #: | Date Submitted: |
|------------------|---------------------|-----------------|

| | |
|----------------|--|
| Facility Name: | Project Name: (Include Phase of Replacement if applicable) |
|----------------|--|

| | | | | | |
|------------|--------------|-------|---------------|--------------------------|----------------|
| Project #: | Work Order#: | Sap#: | Plan Change#: | ! Original Permit Number | Shop Drawing#: |
|------------|--------------|-------|---------------|--------------------------|----------------|

| | | | |
|-------------|-------------------|---|-----------------------|
| Consultant: | Consultant Phone: | SREF: (1997) (1999) <small>(CIRCLE APPLICABLE YEAR OR NEW FBC)</small> | FLORIDA BUILDING CODE |
|-------------|-------------------|---|-----------------------|

(X) DISCIPLINE REQUESTED

| | | | | | | | | |
|----------|----------------|---------|------------|------------|----------|------------|-----------------|-------------|
| Building | Site Utilities | Roofing | Mechanical | Electrical | Plumbing | Fire Alarm | Fire Protection | Fire Safety |
|----------|----------------|---------|------------|------------|----------|------------|-----------------|-------------|

| | |
|----------------------------|-----------------|
| Project Manager Signature: | Other Comments: |
|----------------------------|-----------------|

Please List Items Submitted for Review

| AMOUNT OF COPIES | DATE | REVISION NUMBER AS# | DESCRIPTION |
|------------------|------|---------------------|--------------------------------|
| | | | Drawings |
| | | | Specifications (If Applicable) |

NOTE: If this is a Resubmittal Please Include Previous Cover Page With Stamps. Leave Old Cover Page on Top, and Insert New Pages Behind Voided Pages. Please Mark Accordingly.

Responses to Previous Phase Review Comments are Required on Disk and Hard copy

Copy of Design Services Phase III – 50% Approval Letter is Required (if applicable)

ITEMS SUBMITTED FOR REVIEW

| | | |
|-------------------------------------|--|---|
| BUILDING DEPARTMENT USE ONLY | Item # ___ Qty ___ Transmittal Item # ___ Qty ___ Drawings Item # ___ Qty ___ Specifications Item # ___ Qty ___ Educational Specs. Item # ___ Qty ___ Space Chart Item # ___ Qty ___ Site Survey Item # ___ Qty ___ Diskette / CDROM Item # ___ Qty ___ Project Scope | Item # ___ Qty ___ Responses Previous Comments Dated: _____ Phase: _____ Item # ___ Qty ___ Structural Load Calculations Item # ___ Qty ___ Florida Energy Efficiency Calculations Item # ___ Qty ___ Life Cycle Cost Analysis Item # ___ Qty ___ Drainage Calculations Item # ___ Design Services Phase III-50% Approval Letter Item # ___ Qty ___ Other: _____ Item # ___ Qty ___ Other: _____ |
|-------------------------------------|--|---|

(X) Administrative Check List

| | | | |
|-------------|-----------|----------|------|
| Date Rec'd: | Rec'd By: | Permit#: | Bd#: |
|-------------|-----------|----------|------|

Resubmitting Projects

- 1. Drawings: Each set should have original drawings with The School Board of Broward County Building Department Stamps.**
- 2. If a sheet is being voided, fold lower right corner, write the word "VOID" and staple the corner.**
- 3. Insert corrected sheet behind the voided sheet. Continue this process until all corrections are complete in each set and each discipline.**
- 4. Make sure responses to comments are in the ISS system.**
- 5. Once all data is complete, please return to the Building Department Via the Project Manager. Attention to: Robin along with the Application for Permit.**

If any questions, please contact Robin 754-321-4809.



BUILDING DEPARTMENT

Section 5: Plan Review Procedures

| | |
|--|--------------------------------------|
| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPR-300-01 |
| | Effective Date: 07-27-2009 |
| Subject: Minimum Plan Submittal Criteria | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 4 |

Purpose: This procedure provides guidelines for the minimum plan review criteria for submitting 100% documents for permit plan review.

Scope: Building construction code enforcement for The School Board of Broward County is the sole responsibility of the BCPS Building Department; authorized by Florida Statute to implement the Florida Building Code and SREF through the State of Florida Board of Education.

Procedure: The construction documents shall be prepared by a design professional where required by the statutes.

Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official

Minimum plan review criteria for buildings. The examination of the documents by the building official shall include the following minimum criteria and documents: a floor plan; site plan; foundation plan; floor/roof framing plan or truss layout; and all exterior elevations:

Building/Architectural and Life Safety

1. Site requirements:
 - Parking and Vehicle loading, driving/turning radius
 - Set back/separation (assumed property lines)
 - Fire access lane/roads
 - Location of domestic water lines, sewer lines and Fire hydrant/water supply
2. Occupancy group and special occupancy requirements shall be determined.
3. Minimum type of construction shall be determined (Table 503).
4. Fire-resistant construction requirements shall include the following components:
 - Fire-resistant separations
 - Fire-resistant protection for type of construction
 - Protection of openings and penetrations of rated walls
 - Fire blocking and draft stopping and calculated fire resistance

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPR-300-01 |
| | Effective Date: 07-27-2009 |
| Subject: Minimum Plan Submittal Criteria | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 2 of 4 |

5. Fire suppression systems shall include:
 - Schematic fire sprinklers and/or Standpipes
 - Pre-engineered systems
 - Riser diagram

6. Life safety systems shall be determined and shall include the following requirements:
 - Occupant load and egress capacities including
 - Gross Occupant Load
 - Net Occupant Load
 - Means of egress
 - Exit access, Exit and Exit discharge
 - Stairs construction/geometry and protection
 - Doors
 - Emergency lighting and exit signs
 - Specific occupancy requirements
 - Construction requirements

7. Structural requirements shall include:
 - Soil conditions/analysis
 - Termite protection
 - Design loads and Wind requirements
 - Building envelope
 - Structural calculations (if required)
 - Foundation
 - Wall systems
 - Floor systems
 - Roof systems
 - Threshold inspection plan
 - Stair systems

8. Materials shall be reviewed and shall at a minimum include the following:
 - Wood
 - Steel
 - Aluminum
 - Concrete
 - Plastic
 - Glass
 - Masonry
 - Gypsum board and plaster
 - Insulating (mechanical)
 - Roofing
 - Insulation

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPR-300-01 |
| | Effective Date: 07-27-2009 |
| Subject: Minimum Plan Submittal Criteria | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 3 of 4 |

9. Accessibility requirements shall include the following:
 - Site requirements
 - Accessible route
 - Vertical accessibility
 - Toilet and bathing facilities including drinking fountains
 - Equipment
 - Special occupancy requirements

10. Interior requirements shall include the following:
 - Interior finishes (flame spread/smoke development)
 - Light and ventilation
 - Sanitation

11. Special systems:
 - Elevators and/or Lifts

Electrical

- Services
- Feeders and branch circuits
- Wiring
- Overcurrent protection
- Grounding
- Wiring methods and materials
- GFCIs
- Equipment
- Special occupancies
- Emergency systems
- Communication systems
- Low voltage and Load calculations

Plumbing

- Minimum plumbing facilities
- Fixture requirements
- Water supply piping
- Back flow prevention
- Sanitary drainage
- Water heaters
- Vents
- Roof drainage
- Location of water supply line
- Grease traps
- Environmental requirements
- Plumbing riser
- Irrigation

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPR-300-01 |
| | Effective Date: 07-27-2009 |
| Subject: Minimum Plan Submittal Criteria | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 4 of 4 |

Mechanical

- Energy calculations
- Exhaust systems:
 - Clothes dryer exhaust
 - Kitchen equipment exhaust
 - Specialty exhaust systems
- Equipment and Equipment locations
- Make-up air
- Roof-mounted equipment
- Duct systems
- Ventilation
- Combustion air
- Boilers and/or Appliances
- Refrigeration
- Toilet room ventilation

Gas

- Gas piping
- Venting
- Combustion air
- Appliances
- Type of gas
- LP tank location
- Riser diagram/shutoffs

| | |
|--|--|
| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPR-300-02 |
| | Effective Date: 07-27-2009 |
| Subject: Phase III 100% Plan Review | Revision Date: 05-27-2011,10-27-2016 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 2 |

Scope:

The following provides information as to the process of a Phase III 100% Plan Review. Per Policy 7001, The School Board may not approve any plans for the construction, renovation, remodeling, or demolition of any educational or ancillary plants unless the plans conform to the requirements of the Florida Building Code and the Florida Fire Prevention Code.

Process:

Phase III 100% Submittal Review

All documents and/or projects submitted for review must be submitted by or through the Division of Facilities and Construction Management's Project Manager assigned to manage the project. The Phase III 100% Plan Review will begin once the Phase III 100% Plan Review Construction Documents and Application is reviewed for completeness.

If the Phase III 100% Plan Review Construction Documents and Application are determined to be incomplete, they will be returned to the person who submitted the documents with a BCPS Building Department Submittal Rejection Notification Form (Form 000 attached) completed stating the reasons for the rejection. The documents can be submitted for review again once the items are corrected.

Phase III 100% Plan Review Cycles

All Phase III 100% Plan Review submittals are tracked by date of submission. The length of the Plan Review process is directly related to the level of compliance presented in the plans prepared for your project. Plans which don't fully comply with the code requirements are provided with a correction list for the designers/owners to review and update their construction documents.

On the average, the process is likely to take two to three cycles of review and correction before all correction items have been cleared. Occasionally a project may complete in a single cycle, while at the other extreme, some projects can take more than three cycles. The number of cycles depends on the designers responses to the initial correction list, and changes that may occur to the project design between cycles. The length of a review cycle depends on the complexity and size of the project, length of time the consultants take to prepare responses to the issues, and the clarity and completeness of the responses provided in the plans and documents.

Phase III 100% Plan Review

All projects are reviewed for applicable disciplines. The disciplines are as follows; Civil, Building, Roofing, Plumbing, Mechanical, Electrical, Fire Protection and Fire Safety.

The cover sheet of each set of documents is stamped with a discipline tracking stamp, once the plan review is complete for a specific discipline the stamp is initialed, dated and marked;

- Approved or **APP** = Plans have been approved in the discipline noted.
- Approved as Noted or **APP/N** = Plans have been approved w/notes added to the documents.
- Approved w/Comments or **APP/C** = Plans have been approved with comments attached.
- Revise and Resubmit or **R&R** = Plans are NOT approved, corrections are noted, documents must be revised and re-submitted for another review cycle.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPR-300-02 |
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| Subject: Phase III 100% Plan Review | Revision Date: 05-27-2011,10-27-2016 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 2 of 2 |

Phase III 100% Plan Review - Revise & Re-submit

The completion of the Plan Review process is determined once all the applicable disciplines noted and/or required to review a project have noted the status on the tracking stamp. If a discipline is noted Revise & Re-submit the comments and/or required corrections will be noted on a Building Department Plan Review Comment Sheet. The Building Department Plan Review Cover Page will be completed and attached to the Comment Sheets and returned to the Project Manager that submitted the Plan Review Construction Documents and Application. An electronic version of the Building Department Plan Review Comment Sheet and Page will be provided so that the Consultant can respond to each comment.

The Review Comments will need to be reviewed by the Consultant, the documents will need to be corrected and the review comments responded to in the Response section of the electronic version of the Building Department Plan Review Comment Sheet provided to the Consultant.

All changes and/or revisions to the plan documents must be noted or clouded by a revision mark and clearly indicate the revised area of the plan. If an entire new sheet needs to be replaced the plan number will be marked with a revision mark. All new or revised sheets in the plan set must be attached behind the old plan sheet. The old plan sheet shall have the bottom right corner folder over at a 45 degree angle and marked VOID.

Once all comments have been addressed and responded to by the Consultants and the plans revised and added to the set of documents a new Phase III 100% Plan Review Submittal Application will need to be completed and returned with the revised Phase III 100% Plan Review Construction Documents.

NOTE: The original set of plans cover sheet with all the applicable BCPS Building Department stamps **must** be maintained throughout the review process as this tracks the number of submittals and eventually will have the BCPS Building Department Permit Stamp. The cover sheet with all the BCPS Building Department stamps must be attached to each revised set.

The revised documents must be re-submitted per the Phase III 100% Plan Review Submittal Application process and the cycle will start over.

Phase III 100% Plan Review – Approvals

If at the completion of the Plan Review process all disciplines are noted Approved - **APP**, Approved as Noted - **APP/N** or Approved w/Comments - **APP/C** the Building Department Plan Review Cover Page will be completed

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPR-300-03 |
| | Effective Date: 05-27-2011 |
| Subject: Phase III 100% Plan review Submittal Process for Modular / Manufactured Buildings | Revision Date: 04-08-2013,10-27-2016 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 2 |

Scope:

The following process will provide information to assist in completing a Phase III 100% Plan review Submittal. A Phase III 100% Plan Review Submittal Application provides basic information about the project, the Architect/Engineer, sub-consultants and modular building manufacturer.

Process:

The Phase III 100% Plan Review Submittal Application

The Phase III 100% Plan Review Submittal Application shall provide basic information about the Project, the Architect/Engineer, Sub-consultants and modular building manufacturer.

- **Project** – The facility name, project name, project number, value of construction, and a description of the work to be performed must be included on the Phase III 100% Plan Review Submittal Application. The building height, construction type, occupancy classification, and square footage of each occupancy classification must also be provided.
- **Project Manager** – The name of the Broward County Public School. The Division of Facilities and Construction Management’s project manager assigned to manage the project for the District.
- **Architect/Engineer** – The name of the prime Architect/Engineer of Record must be provided on the application.
- **Sub-Consultants** – The name of all major sub-consultants must be provided on the application
- **Building Manufacturer**- The name of the modular building manufacturer must be provided on the application

Application Attachments

- **Design Review** – A copy of the Division of Facilities and Construction Management, Design Services Department’s Phase III 60% approval letter and all associated comments.
- **BCPS Building Department Phase III 60% Comments** – A minimum of three(3) copies of the BCPS Building Department’s Phase III 60% review comments with every comment responded to by the Consultant and/or Sub-Consultant of the discipline noted on the review.
- **Construction Documents** – A minimum of three (3) signed and sealed sets of construction plans and specifications must be included with the Phase III 100% Plan Review Submittal Application. **Note:** If the level of work requires the involvement of a design professional as described in Chapters 471 and 481 of the Florida Statutes, these documents must be signed and sealed by the Architect/Engineer of Record. If the level of work does not require the involvement of a design professional as described in Chapters 471 and 481 of the Florida Statutes and no professionals were involved in the preparation of the documents, the documents must be prepared and signed by the licensed contractor and/or contractors performing the work, including their state license numbers.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPR-300-03 |
| | Effective Date: 05-27-2011 |
| Subject: Phase III 100% Plan review Submittal Process for Modular / Manufactured Buildings | Revision Date: 04-08-2013,10-27-2016 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 2 of 2 |

- **Modular Manufactured Buildings-** A complete set of approved DBPR certified modular manufactured building documents must accompany the submittal prior to any Building Department review as per FBC sections 458 and 453. As with any required submittal to the Building Department, construction activity at the site of the installation should not commence until the SBBC Building Department has provided a permit to begin construction within its jurisdictional boundaries.
- **Calculations** – Any calculations (e.g., structural, energy, wind load, etc.) required to demonstrate compliance or present the basis for compliance with Florida Statutes and the Applicable Codes and Standards must be provided in a bound document for review.
- **Reports** – Any reports (e.g., soils, drainage) required to demonstrate compliance, or present the basis for compliance, with Florida Statutes and the Applicable Codes and Standards must be submitted for review.



New Consultant & Contractor Information Request Form
 Email Your request to buildingdepartment@browardschools.com

| | | | |
|------------------------|-------------------------------------|-------------------------------------|--|
| (please check One) | Consultant <input type="checkbox"/> | Contractor <input type="checkbox"/> | Consultant & Contractor <input type="checkbox"/> |
| Company Name: | | | |
| Company email: | | | |
| Company Address: | | | |
| Company City: | | | |
| Company State: | | Company Zip: | |
| Company Contact Name: | | | |
| Company Contact Phone: | | Company Fax: | |

I Attest That the Above Mentioned Named Company Has Been Pre-Qualified as a Contractor and/or Consultant:

| | |
|-------------|------------|
| Print Name: | Signature: |
|-------------|------------|

PLEASE NOTE WITHOUT A SIGNATURE THIS DOCUMENT WILL NOT BE PROCESSED AND MAY DELAY THE PROCESSING OF YOUR APPLICATION FOR PERMIT.

COPIES OF YOUR LICENSE AND INSURANCE MUST BE PROVIDED.



Broward County Public Schools Building Department

New Project Verification Request Form

Email Your Request to buildingdepartment@browardschools.com

| | | |
|----------------|-------|------------------|
| Facility Name: | | |
| Project Name: | | |
| Project Scope: | | |
| | | |
| | | |
| | | |
| | | |
| Department: | | Project Manager: |
| Phone: | MSID# | Sap# |
| FLCC Amount: | | Delivery Method: |

I Attest to the Best of my Knowledge That the Above Project Information is True and Correct

| | |
|-------------|------------|
| Print Name: | Signature: |
|-------------|------------|

PLEASE NOTE WITHOUT A SIGNATURE THIS DOCUMENT WILL NOT BE PROCESSED AND MAY DELAY THE PROCESSING OF YOUR APPLICATION FOR PERMIT.

COPIES OF YOUR LICENSE AND INSURANCE MUST BE PROVIDED.



BUILDING DEPARTMENT

Section 6: Permitting

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPP-400-01 |
| | Effective Date: |
| Subject: Permit Process | Revision Date: 05-27-2011, Rev.10-27-2016 REV. 3-21-2019 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 2 |

Purpose: This procedure provides guidelines for submitting 100% documents for permit plan review.

Scope: Building construction code enforcement for The School Board of Broward County is the sole responsibility of the BCPS Building Department; authorized by Florida Statute to implement the Florida Building Code and SREF through the State of Florida Board of Education.

General

Procedure: Construction documents, special inspection and structural observation programs, and other data shall be submitted in three sets with each application for a permit. The construction documents shall be prepared by a design professional where required by the statutes.

Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official.

When the Building Official issues a permit, the construction documents shall be approved, in writing or by stamp, as "Reviewed for Code Compliance." One set of construction documents so reviewed shall be retained by building department. The other two sets shall be returned to the applicant, one set shall be kept at the construction site and shall be open to inspection by the building official or a duly authorized representative.

Electronic

Procedure: Permit and Plan Review Process 60% and 100% Review

All plans must be submitted by the Project Manager. Three (3) signed and sealed documents are required.

For new projects the Verification Request Form found on ISS must be provided prior to submitting the permit application on ISS. The Building Department will notify applicants when the project has been entered into the system, so that the submittal can be completed by the submitter.

If the consultant or contractor has not registered in ISS system, a Consultant /Contractor Request Form (also found on the ISS website) will need to be submitted. Note that proof of insurance and a contracting license will be required. The PM must notify the new consultant/contractor to contact the Building Department by

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPP-400-01 |
| | Effective Date: |
| Subject: Permit Process | Revision Date: 05-27-2011, Rev.10-27-2016 REV. 3-21-2019 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 2 of 2 |

email requesting access to the ISS system. The Building Department will then notify the submitter by email once the access ID has been assigned.

Drawings accompanying an ISS transmittal are submitted to the Building Department for review. When the review is complete the Building Department will notify the project manager that the review has been posted on the website and the documents are ready to be picked up.

Resubmitting Projects

All plans must be submitted by the Project Manager.

1. Drawings: Each set should have original drawings with The School Board of Broward County Building Department Stamps.
2. If a sheet is being voided, fold lower right corner, write the word "**VOID**" and staple the cornerback at a 45 degree angle.
3. Insert the revised sheet behind the voided sheet. Continue this process until all corrections are complete in each set and for each discipline.
4. Responses to comments must be logged into the ISS website.
5. Once all data is complete, return all documents to the Building Department via the Project Manager with the Application for Permit using the Resubmittal Form.
6. When review is complete the Building Department will notify the project manager that the review is complete and ready to be picked up.
7. Prior to issuance of a permit a copy of the NTP or the Purchase Order must be provided along with the site specific workman's compensation insurance.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPP-400-03 |
| | Effective Date: 05-27-2011 |
| Subject: Annual Maintenance Permit Guidelines | Revision Date: REV.10-26-2016 REV.03-21-2019 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 6 |

Purpose: This procedure establishes the process for Physical Plant Operations (PPO) to obtain an Annual Maintenance Permit for each facility and establishes the guidelines to properly maintain permit records.

Scope: In lieu of requiring an individual permit for each alteration or repair to existing facilities and equipment, the Building Official is authorized to issue an Annual Maintenance Permit for each facility.

The Annual Maintenance Permit is issued to the PPO Department. All work under the annual maintenance permit is to be performed by Physical Plant Operation employees who are properly skilled and/or licensed and operating under an appropriate safety program. If an outside contractor is used a separate permit will need to be applied for. The Building Official shall be notified of major changes and shall retain the right to make inspections at the facility site as deemed necessary.

Under the Annual Maintenance Permit, PPO or its Director in his/her official capacity is acting as the general contractor. Most work performed on the Annual Maintenance Permit is general alterations and repairs that do not require formal plans or drawings. However, the building official shall review work identified to be performed on the Annual Maintenance Permit and determine if submittal drawings are required based on criteria established in FS471, FS481, and the Florida Building Code.

Authority: The School Board of Broward County by authority of the Florida State Statutes has established the BCPS Building Department and employs a Chief Building Official as the authority having jurisdiction for construction and maintenance building code enforcement. The Florida State Statutes and the Florida Building Code establishes the rules and requirements governing building code criteria and inspections as follows:

Florida Building Code 105.1.1 requires individual Annual Maintenance Permits per facility and per specific trade as applicable to the code. Work orders requiring multiple trade participation that have individual Annual Maintenance Permits may require a separate permit. It is the sole discretion of the Building Official to determine which work orders will require a separate permit.

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Florida Statute 1013.371 Conformity to codes.

(1) CONFORMITY TO FLORIDA BUILDING CODE AND FLORIDA FIRE PREVENTION CODE REQUIRED FOR APPROVAL.

(a) Except as otherwise provided in paragraph (b), all public educational and ancillary plants constructed by a board must conform to the Florida Building Code and the Florida Fire Prevention Code, and the plants are exempt from all other state building codes; county, municipal, or other local amendments to the Florida Building Code and local amendments to the Florida Fire Prevention Code; building permits, and assessments of fees for building permits, except as provided in s. 553.80; ordinances; road closures; and impact fees or service availability fees. Any inspection by local or state government must be based on the Florida Building Code and the Florida Fire Prevention Code. Each board shall provide for periodic inspection of the proposed educational plant during each phase of construction to determine compliance with the State Requirements for Educational Facilities.

(2) ENFORCEMENT BY BOARD.—It is the responsibility of each board to ensure that all plans and educational and ancillary plants meet the standards of the Florida Building Code and the Florida Fire Prevention Code and to provide for the enforcement of these codes in the areas of its jurisdiction. Each board shall provide for the proper supervision and inspection of the work. Each board may employ a chief building official or inspector and such other inspectors, who have been certified pursuant to chapter 468, and such personnel as are necessary to administer and enforce the provisions of this code. Boards may also use local building department inspectors who are certified by the department to enforce this code. Plans or facilities that fail to meet the standards of the Florida Building Code or the Florida Fire Prevention Code may not be approved. When planning for and constructing an educational, auxiliary, or ancillary facility, a board must use construction materials and systems that meet standards adopted pursuant to s. 1013.37(1)(e)3. and 4. If the planned or actual construction of a facility deviates from the adopted standards, the board must, at a public hearing, quantify and compare the costs of constructing the facility with the proposed deviations and in compliance with the adopted standards and the Florida Building Code. The board must explain the reason for the proposed deviations and compare how the total construction costs and projected life-cycle costs of the facility or component system of the facility would be affected by implementing the

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPP-400-03 |
| | Effective Date: 05-27-2011 |
| Subject: Annual Maintenance Permit Guidelines | Revision Date: REV.10-26-2016 REV.03-21-2019 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 3 of 6 |

proposed deviations rather than using materials and systems that meet the adopted standards.

Florida Statute 1013.38 Boards to ensure that facilities comply with building codes and life safety codes.

(1) Boards shall ensure that all new construction, renovation, remodeling, day labor, and maintenance projects conform to the appropriate sections of the Florida Building Code, Florida Fire Prevention Code, or, where applicable as authorized in other sections of law, other building codes, and life safety codes.

Florida Statute 553.80(6)(d) School boards, community college boards, and state universities may use annual facility maintenance permits to facilitate routine maintenance, emergency repairs, building refurbishment, and minor renovations of systems or equipment. The amount expended for maintenance projects may not exceed \$300,000 per project. ***A facility maintenance permit is valid for 1 year. A detailed log of alterations and inspections must be maintained and annually submitted to the building official.*** The building official retains the right to make inspections at the facility site as he or she considers necessary. Code compliance must be provided upon notification by the building official. If a pattern of code violations is found, the building official may withhold the issuance of future annual facility maintenance permits.

Florida Statute 489.103 Exemptions. This part does not apply to: (3) An authorized employee of the United States, this state, or any municipality, county, irrigation district, reclamation district, or any other municipal or political subdivision, except school boards, state university boards of trustees, and community college boards of trustees, unless for the purpose of performing routine maintenance or repair or construction not exceeding \$200,000 to existing installations, if the employee does not hold himself or herself out for hire or otherwise engage in contracting except in accordance with his or her employment. If the construction, remodeling, or improvement exceeds \$200,000, school boards, state university boards of trustees, and community college boards of trustees shall not divide the project into separate components for the purpose of evading this section.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPP-400-03 |
| | Effective Date: 05-27-2011 |
| Subject: Annual Maintenance Permit Guidelines | Revision Date: REV.10-26-2016 REV.03-21-2019 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 4 of 6 |

The Florida Legislature amended the repair or construction amount indicated in **FS 489.103 Exemptions with Florida Statute 255.20** as follows;

Florida Statute 255.20 Local bids and contracts for public construction works; specification of state-produced lumber.

(1) A county, municipality, special district as defined in chapter 189, or other political subdivision of the state seeking to construct or improve a public building, structure, or other public construction works must competitively award to an appropriately licensed contractor each project that is estimated in accordance with generally accepted cost-accounting principles to cost more than \$300,000. For electrical work, the local government must competitively award to an appropriately licensed contractor each project that is estimated in accordance with generally accepted cost-accounting principles to cost more than \$75,000. As used in this section, the term “competitively award” means to award contracts based on the submission of sealed bids, proposals submitted in response to a request for proposal, proposals submitted in response to a request for qualifications, or proposals submitted for competitive negotiation. This subsection expressly allows contracts for construction management services, design/build contracts, continuation contracts based on unit prices, and any other contract arrangement with a private sector contractor permitted by any applicable municipal or county ordinance, by district resolution, or by state law. For purposes of this section, cost includes the cost of all labor, except inmate labor, and the cost of equipment and materials to be used in the construction of the project. Subject to the provisions of subsection (3), the county, municipality, special district, or other political subdivision may establish, by municipal or county ordinance or special district resolution, procedures for conducting the bidding process.

(e) If a construction project greater than \$300,000, or \$75,000 for electrical work, is started after October 1, 1999, is to be performed by a local government using its own employees in a county or municipality that issues registered contractor licenses, and the project would require a contractor licensed under chapter 489 if performed by a private sector contractor, the local government must use a person appropriately registered or certified under chapter 489 to supervise the work.

(f) If a construction project greater than \$300,000, or \$75,000 for electrical work, is started after October 1, 1999, is to be performed by a local government using its own employees in a county that does not issue registered contractor licenses, and the project would require a contractor licensed under chapter 489 if performed by a private sector contractor, the local government must use a person appropriately registered or certified under chapter 489 or a person appropriately licensed under chapter 471 to supervise the work.

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(g) Projects performed by a local government using its own services and employees must be inspected in the same manner required for work performed by private sector contractors.

(h) A construction project provided for in this subsection may not be divided into more than one project for the purpose of evading this subsection.

Florida Building Code 105.1.1 Annual Facility Permit. In lieu of an individual permit for each alteration to an existing electrical, gas, mechanical, plumbing or interior nonstructural office system(s), the building official is authorized to issue an annual permit for any occupancy to facilitate routine or emergency service, repair, refurbishing, minor renovation of service systems or manufacturing equipment installations/relocations. The building official shall be notified of major changes and shall retain the right to make inspections at the facility site as deemed necessary. An annual facility permit shall be assessed with an annual fee and shall be valid for one year from date of issuance. A separate permit shall be obtained for each facility and for each construction trade, as applicable. The permit application shall contain a general description of the parameters of work intended to be performed during the year.

Florida Building Code 105.1.2 Annual Permit Records. The person to whom an annual permit is issued shall keep a detailed record of alterations made under such annual permit. The building official shall have access to such records at all times or such records shall be filed with the building official as designated.

Florida Building Code 105.2.1 Emergency Repairs. Where equipment replacements and repairs must be performed in an emergency situation, ***the permit application shall be submitted within the next working business day to the Building Official.***

Florida Building Code 106.1 Submittal Documents. Construction documents, a statement of special inspections and other data shall be submitted in one or more sets with each application for a permit. The constructions documents shall be prepared by a registered design professional where required by Chapter 471, Florida Statutes or Chapter 481, Florida Statutes. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

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Exception: The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

Procedure:

Prior to April 15 each year the Director of PPO will submit an application for an Annual Maintenance Permit for the following construction trades at each facility. **(see attachment B).**

- General Building and Site
- Mechanical Systems
- Electrical Systems
- Plumbing Systems
- Roofing Systems
- Life Safety Systems

The permit application will include a brief narrative of the planned or anticipated maintenance activities for the requested trade at each facility that require inspections as outlined in the Florida State Statutes, the Florida Building Code and this procedure.

- Prior to July 1 each year the Building Official will review the submittal requests and at his/her discretion will issue the Annual Maintenance Permits to PPO for each facility.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPP-400-04 |
| | Effective Date: 03-05-2006 |
| Subject: Shop Drawings and Product Approvals | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 3 |

Purpose:

This procedure specifies the shop drawing and product approval data reviewed and approved by the Building Department.

Scope:

The Building Department has established a list of shop drawings and product approvals required for submittal and review of compliance with codes and district standards. This attached list represents a very small portion of the shop drawings generated during a typical project. An approved copy of all shop drawings and product approvals shall be available to the inspector at the job site.

Definitions:

Shop Drawings and Product Data are drawings, diagrams, schedules, illustrations, performance chart, brochures, etc. prepared by the contractor or any subcontractor to illustrate some portion of the work at a necessary level of detail beyond that normally described by the construction plans and specifications.

Notice of Acceptance (NOA) or Product Approval Data is a package of drawings, details, and engineering calculations prepared by the manufacturer of the product and approved by the Department of Community Affairs as part of the statewide product approval system.

Procedure:

1. Submit all shop drawings and product approvals identified in the attached list prior to start of fabrication or installation to the Building Department for review and approval.
2. Submit all shop drawings for “approved equal” to the Building Department for review and approval.
3. Submit any shop drawings that do not comply with or otherwise deviate in any way from the contract documents and district standards to the Building Department for review and approval.
4. Do not fabricate or install without Building Department approval of the shop drawings or product approvals.
5. Provide a transmittal letter with all shop-drawings and/or product approval submittals with the following information:
 - o Name, address, phone number, and contact person.
 - o Name of the project and project number and permit number.
 - o Description of what is in the submittal package.
 - o Related specification section number.
 - o If a deviation from permitted plans or specs, a description of the deviation and why.
 - o If approval is for “approved equal” provide a brief description of differences.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDPP-400-04 |
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6. Submit two (2) complete sets of documents. The Building Department will retain one copy and return the other indicating review with "See Comments" or with "No Comments". If the comment indicates revise and re-submit, applicant shall correct and resubmit the package. If applicant wants more than one marked up set returned, they shall make prior arrangements before submittal.
7. Prior to submittal to the Building Department the documents shall have the Architect/Engineers approval or reviewed stamps on the documents.
8. Review the attached matrix to determine if the shop drawings and/or product approvals identified are required to be signed and sealed
9. Unless otherwise noted, shop drawing review will not relieve the contractor of responsibility for any deviation from code compliance and/or requirements of the contract documents.
10. All shop drawings required by the specifications, even those not requiring Building Department approval, shall be on the job site and available to the Building Department Inspectors for inspection purposes.

Internal Processing of Shop Drawings and Product Approval in the Building Department:

1. Permitted projects are filed with the list of shop drawings and product approvals listed in the attached matrix. Once the documents are received and the project name and number verified, the following additional information is entered into the Building Department Database under Project Submittals: Storage Location, Document Type, Date Received, Quantity Received and Reviewed By.
2. Stamp the documents with the date and the document tracking number on the first sheet of each bound set, then distributed to the Plan Examiners according to the Review by Discipline indicated on the attached matrix.
3. Plan Examiners shall first determine if the submittal package is complete and accurate, if it is not complete then identify the deficiencies and return the submittal package to the permit clerk for return to sender. If the submittal package is acceptable then complete the technical review within ten working days of receipt of documents, log comments into the database under Project Submittals for the document number marked on the submittal stamp and sign the first page each bound set, attach a print of the plan review comment report of any comments, mark the review check box in the database indicating the shop drawing review is complete, pass on to next reviewer or if last reviewer to the permit clerk to complete the process.
4. The permit clerk shall prepare the transmittal, log out the submittal by entering into the database the return date and status, contact the applicant and inform them that the documents are ready for pick-up, and file our set.

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INSERT SHOP DRAWING MATRIX HERE

BCPS Building Department

| Required Shop Drawings and/or Product Approvals/NOA's to be submitted to the BCPS Building Department for review/approval after Consultant has reviewed and approved. (Depends on scope of work some listed maybe N/A) | | Building | Structural | Fire Protection or Fire Safety | Plumbing/ Mechanical | Electrical or Systems | Key Note | Key Note |
|--|--|----------|------------|--------------------------------|----------------------|-----------------------|----------|----------|
| SD-01 | Structural wall panels (Tilt-wall shop drawings) | ✓ | ✓ | | | | SS | NOA |
| SD-02 | Exterior Door NOA (Impact/Fire) (including Storefront) | ✓ | | ✓ | | | | NOA |
| SD-03 | Exterior Window Shop Drawings NOA (inc'd Storefront) | ✓ | | ✓ | | | | NOA |
| SD-04 | Exterior Louver Shop Drawing/Product Approval | ✓ | | ✓ | | | | NOA |
| SD-05 | Complete Interior/Exterior Door submittals, including all frames, hardware accessories. (All Door Frames & Hardware will be reviewed by PPO) | ✓ | | ✓ | | | | NOA |
| SD-06 | Storm Shutters - MWFRS Opening Protection | ✓ | ✓ | | | | SS | NOA |
| SD-07 | Egress Gates and panic hardware | ✓ | | ✓ | | | SS | NOA |
| SD-08 | Steel Joist fabrication & shop drawings | ✓ | | | | | SS | |
| SD-09 | Rooftop Equipment/Curbs - Wind Load requirements | ✓ | ✓ | | ✓ | | SS | NOA |
| SD-10 | Fire Sprinkler/Fire Pump Shop Drawings to include piping, valves and hydraulic calculations | | | ✓ | | ✓ | SS | |
| SD-11 | Fire Alarm Layout & Smoke Detection system | | | ✓ | | ✓ | | |
| SD-12 | Emergency Generator Shop Drawings (@ Exterior) | @ | | ✓ | | ✓ | | |
| SD-13 | Lightning Protection Shop Drawings | | | | | ✓ | | |
| SD-14 | Kitchen Hood - Fire Suppression System | | | ✓ | | ✓ | | |
| SD-15 | Kitchen Hood - Mechanical - fans/ductwork | | | | ✓ | ✓ | | |
| SD-16 | Site lighting shop drawings, including photometric diagram and structural support submittal for poles. | | ✓ | | | ✓ | SS | |
| SD-17 | Intercom System Shop Drawings | | | ✓ | | ✓ | | |
| SD-18 | Transfer Switch (Emerg./Fire Pump) product manuals | | | ✓ | | ✓ | | |
| SD-19 | I.T.V. Towers; include structural & calculations. | | ✓ | | | ✓ | SS | |
| SD-20 | Aluminum Walkway Shop Drawings | ✓ | ✓ | | | | SS | |
| SD-21 | Gym Bleachers/Telescoping Seating | ✓ | ✓ | | | ✓ | SS | |
| SD-22 | Stadium Bleacher Shop Drawings | ✓ | ✓ | | | | SS | |
| SD-23 | Stadium Press Box - Modular/DCA approved plans | ✓ | ✓ | ✓ | | | SS | NOA |
| SD-24 | Stadium Sports lighting shop drawings. (photometric diagram and structural support submittal for poles.) | | ✓ | | | ✓ | SS | |
| SD-25 | Stadium or Auditorium Wheelchair Lifts | ✓ | ✓ | | | ✓ | SS | NOA |
| SD-26 | Steel/Aluminum Stairs/Railings | ✓ | ✓ | | | | SS | NOA |
| SD-27 | Scoreboards - steel, concrete & foundation plans & calculations | ✓ | ✓ | | | ✓ | SS | |
| SD-28 | Sewer Lift Station Shop Drawings (BCEPD Approved) | | | | ✓ | ✓ | | |
| SD-29 | OTHER - Shop Drawing/NOA's as required by CBO | | | | | | | |



BUILDING DEPARTMENT

Section 7: Inspections

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-01 |
| | Effective Date: 04-07-2008 |
| Subject: Inspection Requests | Revision Date: 05-27-2011,10-27-2016 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 3 |

Purpose: This procedure provides guidelines for requesting construction inspections.

Scope: Building construction code enforcement for The School Board of Broward County is the sole responsibility of the BCPS Building Department; authorized by Florida Statute to implement the Florida Building Code and SREF through the State of Florida Board of Education.

Procedure: The BCPS Building and /or Trade Inspector upon notification from the permit holder or his/her agent shall make the requested inspections, and shall either release that portion of the construction or shall notify the permit holder on the inspection request form of any violations which must be corrected in order to comply with the technical codes.

Construction or work for which a permit is required shall be subject to inspection and such construction or work shall remain accessible and exposed for inspection purposes until approved.

It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the Building Official nor the District shall be liable for expenses entailed in the removal or replacement of any material required to allow for an inspection.

To request inspections, call (754) 321-4800. A 24-hour notice is required and all inspection requests are to be called in by 3:00 PM each day. Any inspection received after 3:00 PM will be scheduled for the following business day.

Inspection requests may also be faxed into the office at (754) 321-3389.

Please provide the following information:

- The date the inspection is needed
- State whether it is an inspection or a re-inspection
- Inspection type, scope of work to be inspected, site location, building or room number (if applicable)
- Project number, facility name, and inspection discipline. (structural, building, civil, electrical, mechanical or plumbing)
- General Contractor, subcontractor or job contact and their telephone number.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-01 |
| | Effective Date: 04-07-2008 |
| Subject: Inspection Requests | Revision Date: 05-27-2011,10-27-2016 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 2 of 3 |

Inspections will be performed between the hours of 7:00 AM and 4 PM **and are not time specific**. The inspector decides in which order they will accomplish their inspections. Many of the inspectors cover a very large area and they must utilize their time efficiently. The person requesting the inspection may call the inspector to request or coordinate a specific time, but this is not guarantee that the inspection will be performed at that time.

The installing subcontractor and the Project General Contractor's project superintendent **MUST** be present for and during all inspections.

Maintain and keep on-site the following updated documentation:

- Approved Permitted plans, specifications, addenda, supplemental instructions, change directives, shop drawings, technical and data sheets, progress photos, daily logs, inspection logs, required contractor licensing, testing results, if any documentation pertinent to that inspection is missing, the inspection may fail at the sole discretion of the Inspector. A re-inspection may be scheduled by the General Contractor when the required documentation is present at the construction site.

The Project General Contractor must provide access to the Broward County Public Schools field construction office.

Offsite inspections shall be performed by the respective city or county agencies with the assigned BCPS Inspector's attendance requested by the General Contractor.

Areas to receive inspections must be adequately illuminated and clear access provided (scaffolding, ladders, hatches, etc.). The Project General Contractor must provide any necessary equipment (i.e. ladders, lights, tools, etc.) to facilitate inspections. Any work covered up without an inspection may result in the General Contractor being required to expose the affected area and scheduling a re-inspection.

For concrete forming, framing and above ceiling inspections, all mechanical, electrical, plumbing, gas and fire inspections must be passed with comments satisfied prior to calling for the structural/building inspection within the same area. Non-compliance with this provision shall result in an automatic failed inspection.

It shall be assumed that the responsible individual(s) in charge of the work shall have themselves inspected the work and found it to be in compliance with applicable code requirements before the request for inspection or re-inspection is made. It is not the function of Building Department Inspectors to supervise or provide a Punch-list for a requested inspection as a substitute for the role of the licensed Contractor who obtained the permit or completed the work.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-01 |
| | Effective Date: 04-07-2008 |
| Subject: Inspection Requests | Revision Date: 05-27-2011,10-27-2016 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 3 of 3 |

If the contractor schedules an inspection and then determines that the area of work is not ready for inspection, they must call both the Inspector and the Inspection Clerk at the BCPS Building Department to change the date of the inspection one time, to a maximum of one week from the original date.

If the inspector reports to the project site prior to being notified of the inspection date change, or it is determined that the area is not ready for inspection, the inspection will fail and the contractor will need to call a re-inspection.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-02 |
| | Effective Date: 05-27-2011 |
| Subject: Inspection Guidelines for Conducting Inspections | Revision Date 10-27-2016,10-27-2016 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 4 |

Purpose: This procedure is to be used as a guide to assist in establishing a uniform process for inspections and provide guidelines for conducting and documenting the construction inspections.

Scope: Building construction code enforcement for The School Board of Broward County is the sole responsibility of the BCPS Building Department, as authorized by Florida Statute to implement the Florida Building Code and SREF through the State of Florida Board of Education.

Definitions:

Approved Permitted Documents – Permit card, approved stamped construction plans and specifications,

Inspector –

Inspection Request –

Inspection Database –

Procedure:

Inspection Process:

Every inspection shall begin with the “Inspector” reviewing the “Approved Permitted Documents” which are required to be kept at the site of work and shall be open to inspection by the building official or a duly authorized representative. *(Reference FBC 106.3.1)*

Once the inspector is thoroughly familiar with the scope of the requested inspection and has reviewed all the required documentation to complete the inspection the actual construction work is to be observed and reviewed.

If the contractors work is not installed in accordance with the approved construction documents the “Inspection Request” must **FAIL**. Any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents. *(Reference FBC 106.4)*

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-02 |
| | Effective Date: 05-27-2011 |
| Subject: Inspection Guidelines for Conducting Inspections | Revision Date 10-27-2016,10-27-2016 |
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If the work to be inspected is not accessible and/or exposed for inspection purposes the "Inspection Request" must **FAIL**. Neither the Building Official/Inspector nor the District shall be liable for any expenses entailed in the removal of, or replacement of any material required to allow an inspection. *(Reference FBC 109.5)*

All areas to receive inspections must be adequately illuminated and clear access provided (scaffolding, ladders, hatches, etc.). The contractor must provide any necessary equipment (i.e. ladders, lights, tools, etc.) to facilitate the inspections. *(Reference FBC 109.6)*

As noted in the Contract Documents the installing subcontractor and the Project General Contractor's project superintendent shall be present for and during all inspections.

Offsite inspections shall be performed by the respective city or county agencies with the assigned BCPS Inspector's attendance requested by the General Contractor.

Inspection Results:

Approval required, the BCPS Building or Trade Inspector upon notification from the permit holder or his/her agent shall make the requested inspections, and shall either release that portion of the construction or shall notify the permit holder on the Inspection Request form provided of any violations which must be corrected in order to comply with the technical codes. *(Reference FBC 109.6)*

Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of any other ordinances. Inspections presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. *(Reference FBC 109.1)*

All failed inspections must include the Code Reference not on the "Inspection Request" form. The code reference must include; code edition and year, code section and text explaining the code violation.

In-progress inspections may be performed on work that needs to proceed in order to complete that phase of the construction and is a "snapshot" of the work installed at the time of the inspection and are used to assist the contractor in providing an Inspection Report detailing the installation of the building component on that given day.

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Some examples of an In-progress Inspection may include:

- Site drainage, sewer or water pipe installation.
- Substrates, scratch coat, finish coat stucco installation.
- Windows and doors to ensure proper flashing and that the manufacturers installation instructions are being followed.
- Roof substrate, underlayment and flashings.

In-progress Inspections must be noted as PASS or FAIL. Also, the in-progress inspection must list the system or phase of work or trade and the area or section of the project that the work is being installed.

If the “In-progress Inspection” is marked PASS, the inspector has reviewed the installation and has determined that the building codes are being followed and that the proper materials are being installed correctly allowing the code compliant work to proceed as installed.

If the “In-progress Inspection” is marked FAILED, the inspector has reviewed the installation and has determined that the building codes are **NOT** being followed or that the proper materials are **NOT** being installed correctly. Work may not proceed and the non-compliant work must be corrected and a re-inspection performed.

Either PASS or FAIL, all inspections of this type must be clearly marked with the words **“In-progress Inspection Only”** above the Pass or Fail box.

As these “In-progress Inspections” assist the contractor, they must not be abused by the contractor or sub-contractor. The contractor will need to obtain a final inspection on the system or phase of work in order to proceed to the next step of construction.

It shall be assumed that the responsible individual(s) in charge of the work shall have themselves inspected the work and found it to be in compliance with applicable code requirements before the request for inspection or re-inspection is made. It is not the function of Building Department Inspectors to supervise or provide a Punch-list for a requested inspection as a substitute for the role of the licensed Contractor who obtained the permit or completed the work.

For concrete forming, framing and above ceiling inspections, all mechanical, electrical, plumbing, gas and fire inspections must be passed with comments satisfied prior to calling for the structural/building inspection within the same area. Non-compliance with this provision shall result in an automatic failed inspection.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-02 |
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If the contractor schedules an inspection and then determines that the area of work is not ready for inspection, they must call the Inspection Clerk at the BCPS Building Department prior to 8:00 A.M. the date of the inspection to cancel the requested inspection.

If the inspector reports to the project site and was not notified prior of the inspection date change, or it is determined that the area is not ready for inspection, the inspection will **FAIL** and the contractor will need to call a re-inspection.

Inspection Documentation:

After performing the inspection and determining if the inspection is PASSED or FAILED, the inspector will record his comments on the 4 Part NCR Inspection Request Form.

- The signed dated white original is the Contractor's copy.
- The yellow copy is to be left in the inbox of the Consultant at the jobsite.
- The pink copy is to be returned to the office for the Project File.
- The gold copy is the Inspector's copy, for his records.

Upon returning to the office the inspector will input the comments and results of each inspection into the "Inspector Database". The Pink NCR copy is then filed at the office in the Project File.

Once an inspection "fails", the contractor needs to correct the work and call for a re-inspection. When scheduling a re-inspection the contractor **must** indicate that the requested inspection is a re-inspection and includes the previous inspection request number, (located on upper right hand corner of inspection ticket).

The contractor shall provide the inspector with a copy of the original failed inspection report. If the corrections are complete and found to be corrected during the re-inspection, the inspection will pass and the results of the re-inspection will be entered into the "Inspector Database" by the inspector.

Two failed inspections of the same work shall require a re-inspection fee of \$204, before the 3rd attempt will be issued. No additional work shall proceed in the cited area until the fee is satisfied, the Building Department is notified of payment, the non-compliant scope of work is corrected and the corrections are made. The cited non-compliant work may not be covered up until all failed deficiencies cited in the inspection report are corrected.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-03 |
| | Effective Date: 07-27-2009 |
| Subject: Mandatory Inspections - Building | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 3 |

Purpose: This procedure provides an outline of required inspections expected for any BCPS construction project.

Scope: Building construction code enforcement for The School Board of Broward County is the sole responsibility of the BCPS Building Department; authorized by Florida Statute to implement the Florida Building Code and SREF through the State of Florida Board of Education.

Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of any other ordinances of the cities and/or outside agencies. Inspections presuming to give authority to violate or cancel the provisions of this code shall not be valid. It shall be the duty of the permit holder to cause the work to remain accessible and exposed for inspection purposes. Neither the Building Official nor the District shall be liable for expenses entailed in the removal or replacement of any material required to allow for an inspection.

Procedure: The building official upon notification from the permit holder shall make the following inspections, and shall either release that portion of the construction or shall notify the permit holder of any violations which must be corrected in order to comply with the technical codes.

The following is a list of required inspections; however, additional inspections may also be required. The contractor will be notified in advance of any additional inspections required.

Building Inspections:

Foundation/structural inspection. To be made after trenches are excavated and forms erected and shall at a minimum include the following building components: (for all on-grade inspections contractor must furnish density and soil poisoning reports)

- Footers/grade beams, Columns, Beams
- Monolithic slab-on-grade, sidewalks
- Piling/pile caps
- Stem-wall, Tilt wall panels, Filled CMU units
- Shoring systems
- Structural steel, joists
- Decking, welding and fastenings

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| Approved by: Robert Hamberger, Chief Building Official | Page: 2 of 3 |

Building Inspections (continued):

Framing inspection. To be made after the roof, all framing, fire blocking and bracing is in place, all concealing wiring, all pipes, chimneys, ducts and vents are complete and all Rough Trade Inspections are approved. And shall at a minimum include the following building components:

- Window/door framing
- Vertical cells/columns
- Lintel/tie beams
- Framing/trusses/bracing/connectors
- Rated wall penetrations/Draft stopping/fire blocking
- Curtain wall framing
- Insulation interior and exterior walls
- Accessibility

Sheathing inspection. To be made either as part of a dry-in inspection or done separately at the request of the contractor after all roof and wall sheathing and fasteners are complete and shall at a minimum include the following building components:

- Wall sheathing/drywall
- Sheathing fasteners, screw inspection.
- Roof sheathing.

Stucco Inspection. When sheathing/substrate, flashing, etc. are in place, must be inspected prior to placement of any stucco material.

- Substrate
- Scratch
- Browncoat

Roofing inspection. See Roofing Inspection Procedure

Final Inspection. Once the Architect of Record has determined that the building/project is "Substantially Complete" per the contract requirements. The BCPS Inspector will inspect the project for occupancy and use

Occupancy Inspection.. To be made once all noted "Occupancy" items are completed.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-03 |
| | Effective Date: 07-27-2009 |
| Subject: Mandatory Inspections - Building | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 3 of 3 |

Building Inspections (continued):

Demolition inspections. The first inspections to be made after all utility connections have been disconnected and secured in such manner that no unsafe or unsanitary conditions shall exist during or after demolition operations. Final inspection to be made after all demolition work is completed.

Manufactured building inspections. The building department shall inspect construction of foundations; connecting buildings to foundations; installation of parts identified on plans as site installed items, joining the modules, including utility crossovers; utility connections from the building to utility lines on site; and any other work done on site which requires compliance with the *Florida Building Code*.

Threshold building. The BCPS Building Department requires a special inspector to perform structural inspections on a threshold building pursuant to a structural inspection plan prepared by the Engineer or Architect of Record. The structural inspection plan must be submitted to the Building Department prior to the issuance of a building permit for the construction of a threshold building. The purpose of the structural inspection plans is to provide specific inspection procedures and schedules so that the building can be adequately inspected for compliance with the permitted documents.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-04 |
| | Effective Date: 07-27-2009 |
| Subject: Mandatory Inspections – Plumbing/Gas | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 2 |

Purpose: This procedure provides an outline of required inspections expected for any BCPS construction project.

Scope: Building construction code enforcement for The School Board of Broward County is the sole responsibility of the BCPS Building Department; authorized by Florida Statute to implement the Florida Building Code and SREF through the State of Florida Board of Education.

Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

Procedure: The building official upon notification from the permit holder or his or her agent shall make the following inspections, and shall either release that portion of the construction or shall notify the permit holder or his or her agent of any violations which must be corrected in order to comply with the technical codes. The building official shall determine the timing and sequencing of when inspections occur and what elements are inspected at each inspection.

The following is a list of required inspections; however, additional inspections may also be required. The contractor will be notified in advance of any additional inspections required.

Plumbing Inspections:

Underground inspection. To be made after trenches or ditches are excavated, piping installed, and before any backfill is put in place. All systems shall be pressure tested and/or wet tested.

- Sewer, Grease waste, Acid piping, Storm/Rainwater piping
- Grease trap installation, Acid tank installation
- Domestic Water Service

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| No: IP500-04 | Section: Inspection Procedures |
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| Broward County Public Schools Building Department Policy & Procedure Manual | | Section No: BDIP-500-04 |
| | | Effective Date: 07-27-2009 |
| Subject: Mandatory Inspections – Plumbing/Gas | | Revision Date: 05-27-2011 |
| | | Page: 2 of 2 |
| Approved by: Robert Hamberger, Chief Building Official | | |
| Effective Date: 08/03/2009 | Subject: Mandatory Inspections – Plumbing/Gas | |
| Revision Date: 04/01/2011 | Page: 2 of 2 | Approved by: Robert F. Hamberger, Chief Building Official |

Plumbing Inspections (continued):

Rough-in inspection. To be made after the roof, framing, fire blocking and bracing is in place and all soil, waste and vent piping is complete, and prior to the installation of wall or ceiling membranes. All systems shall be pressure tested and/or wet tested.

- Sanitary/ vent system, Grease waste, Acid piping, Storm/Rainwater piping
- Domestic Water and/or specialty piping, Condensate piping.

Above Ceiling inspection. To be made after rough/top out inspections, all plumbing fixtures are in place and properly connected, prior to placement of any ceiling.

Final Inspection. Once the Architect of Record has determined that the building/project is “Substantially Complete” per the contract requirements. The BCPS Inspector will inspect the project for occupancy and use

Occupancy Inspection.. To be made once all noted “Occupancy” items are completed.

Gas Inspections:

Rough piping inspection. To be made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed or any fixtures or gas appliances have been connected.

Final piping inspection. To be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed, and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.

Drop Test. The house side of the gas system shall be tested by the installing contractor prior to connection/turn-on by the gas utility.

Final inspection. To be made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes, to ensure compliance with all the requirements of this code and to assure that the installation and construction of the gas system is in accordance with reviewed plans.

Gas Utility Drop Test. The entire gas system shall be drop tested by the gas utility to ensure a complete system prior to turn-on.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-05 |
| | Effective Date: 07-27-2009 |
| Subject: Mandatory Inspections – Mechanical | Revision Date: 05-27-2011,10-27-2016 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 2 |

Purpose: This procedure provides an outline of required inspections expected for any BCPS construction project.

Scope: Building construction code enforcement for The School Board of Broward County is the sole responsibility of the BCPS Building Department; authorized by Florida Statute to implement the Florida Building Code and SREF through the State of Florida Board of Education.

Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

Procedure: The building official upon notification from the permit holder or his or her agent shall make the following inspections, and shall either release that portion of the construction or shall notify the permit holder or his or her agent of any violations which must be corrected in order to comply with the technical codes. The building official shall determine the timing and sequencing of when inspections occur and what elements are inspected at each inspection

The following is a list of required inspections; however, additional inspections may also be required. The contractor will be notified in advance of any additional inspections required.

Mechanical Inspections:

Underground inspection. To be made after trenches or ditches are excavated, underground duct and fuel piping installed, and before any backfill is put in place.

- Chilled water, Condenser water, Pipe insulation.
- Refrigerant piping.
- Pressure test.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-05 |
| | Effective Date: 07-27-2009 |
| Subject: Mandatory Inspections – Mechanical | Revision Date: 05-27-2011,10-27-2016 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 2 of 2 |

Mechanical Inspections (continued):

Rough-in inspection. To be made after the roof, framing, fire blocking and bracing are in place and all ducting, and other concealed components are complete, and prior to the installation of wall or ceiling membranes.

- Chilled water, Condenser water, Pipe insulation.
- Refrigerant piping
- Pressure tests
- Roof Stands/curbs (proper elevation)
- Ductwork seal, Supply/return drops.
- Damper installation
- Fire and/or Smoke Damper installation.
- Duct leakage tests (as required)
- Grease exhaust duct liquid tight seal test.
- HVAC equipment connections.

Above Ceiling inspection. To be made after rough inspections, all mechanical systems are in place and properly connected, prior to placement of any ceiling.

- Supply and return connections and insulation.
- Access door identification
- Pipe labeling and identification.
- Control connections

Final Inspection. Once the Architect of Record has determined that the building/project is “Substantially Complete” per the contract requirements. The BCPS Inspector will inspect the project for occupancy and use

Occupancy inspection. Once the Architect of Record has determined that the building/project is “Substantially Complete” per the contract requirements. The BCPS Inspector will inspect the project for occupancy and use.

- Smoke Damper Operation
- Refrigerant detectors (alarm test)
- Flammable storage detectors (alarm test)
- Kitchen Hood/Ansul test and equipment shutdown.
- Control functionality test.
- Duct Smoke Detector Pressure Differential test results.
- Final approved Test and Balance report.
- Per FBC, Energy Conservation, a commissioning plan, a registered design professional must provide such a plan prior to passing a mechanical final inspection.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-06 |
| | Effective Date: 07-27-2009 |
| Subject: Mandatory Inspections - Electrical | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 2 |

Purpose: This procedure provides an outline of required inspections expected for any BCPS construction project.

Scope: Building construction code enforcement for The School Board of Broward County is the sole responsibility of the BCPS Building Department; authorized by Florida Statute to implement the Florida Building Code and SREF through the State of Florida Board of Education.

Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

Procedure: The building official upon notification from the permit holder or his or her agent shall make the following inspections, and shall either release that portion of the construction or shall notify the permit holder or his or her agent of any violations which must be corrected in order to comply with the technical codes. The building official shall determine the timing and sequencing of when inspections occur and what elements are inspected at each inspection.

The following is a list of required inspections; however, additional inspections may also be required. The contractor will be notified in advance of any additional inspections required.

Electrical Inspections:

Temporary power, service, meter

Underground inspection. To be made after trenches or ditches are excavated, conduit or cable installed, and before any backfill is put in place.

- Duct Bank, Conduits, Manholes/pull boxes, Concrete placement.
- Conduits, Floor boxes, Grounding footer steel.
- Kitchen hood/Ansul test, Hood exhaust duct seal
- Ductwork, dampers, duct seal, Supply/return drops.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-06 |
| | Effective Date: 07-27-2009 |
| Subject: Mandatory Inspections - Electrical | Revision Date: 05-27-2011 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 2 of 2 |

Electrical Inspections (continued):

Electrical Service. Meter can, CT can, Switchgear, Transformers, Panels, Transfer switch, Disconnects, Generators, Lightning Protection, ITV pole.

Rough-in inspection. To be made after the roof, framing, fire blocking and bracing is in place and prior to the installation of wall or ceiling membranes.

Above Ceiling inspection. To be made after rough inspections, all electrical systems are in place and properly connected, prior to placement of any ceiling.

Fire Alarm

Wire Pull (In progress approx. every 25% complete), Panel connections, J-Boxes, Smoke Door connections, Pressure Differential / Smoke test and Final test and Certification.

Intercom and P.A. systems

Wire Pull (In progress approx. every 25% complete), Console connections, Speaker connections and Final test.

Test and Demonstrations

Ground Megger Test, Generator Test, Fire Alarm Test, Sound System Demo, Stage Lighting Demo, Master Clock System Demo, Kitchen Hood /Ansul test.

Occupancy Inspection.. To be made once all noted "Occupancy" items are completed.

Final inspection. Once the Architect of Record has determined that the building/project is "Substantially Complete" per the contract requirements. The BCPS Inspector will inspect the project for occupancy and use. Inspection to be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-08 |
| | Effective Date: 05-27-2011 |
| Subject: Third Party Building Code Services | Revision Date: 07-15-2011, 10-27-2016 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 1 |

Purpose: This policy specifies the implementation of third party building code service inspectors and plans examiners to augment in-house staff for emergency and supplemental services or for periods of high demand.

Scope: Building construction code enforcement for The School Board of Broward County is the sole responsibility of the BCPS Building Department; authorized by Florida Statute to implement the Florida Building Code and SREF through the State of Florida Board of Education

Policy: In the event of a disaster or a shortage of staff due to an increase of workload a third party building code service will be employed. To assure that all employees from that third party service possess the certification(s) required by the Department of Business and Professional Regulation, the certification number, date of certificate expiration, discipline and certificate holder's full name will be provided. A photo ID such as a driver's license will be required for verification. Upon receiving this information, this data will be incorporated into the Integrated Software System database to be stored with the other inspectors and plans examiners on staff. The third party personnel will not be allowed to perform any function until the above information has been provided.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-09 |
| | Effective Date: 05-27-2011 |
| Subject: PPO Annual Maintenance Inspection Guidelines | Revision Date: |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 5 |

Purpose: This procedure establishes the process for Physical Plant Operations (PPO) to obtain inspections of work performed under an Annual Maintenance Permit and establishes the guidelines to properly maintain inspection records.

Scope: An Annual Maintenance Permit is issued to the PPO Department by the BCPS Building Department. All work under the annual maintenance permit is to be performed by Physical Plant Operation employees who are properly skilled and/or licensed and operating under an appropriate safety program. If an outside contractor is used a separate permit will need to be applied for if indicated by the Building Official. If outside contractors are employed and to perform work on the Annual Maintenance Permit, PPO will ensure the contractors have the appropriate state or local licenses and insurance.

Most work performed on the Annual Maintenance Permit is general alterations and repairs that do not require formal plans or drawings. However, the building official shall review work identified to be performed on the Annual Maintenance Permit and determine if submittal drawings are required based on criteria established in FS471, FS481, and the Florida Building Code 106.1.

Authority: The School Board of Broward County by authority of the Florida State Statutes has established the BCPS Building Department and employs a Chief Building Official as the authority having jurisdiction for construction and maintenance building code enforcement. The Florida State Statutes and the Florida Building Code establishes the rules and requirements governing building code criteria and inspections as follows:

Florida Statute 1013.38 Boards to ensure that facilities comply with building codes and life safety codes.

(1) Boards shall ensure that all new construction, renovation, remodeling, day labor, and maintenance projects conform to the appropriate sections of the Florida Building Code, Florida Fire Prevention Code, or, where applicable as authorized in other sections of law, other building codes, and life safety codes.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-09 |
| | Effective Date: 05-27-2011 |
| Subject: PPO Annual Maintenance Inspection Guidelines | Revision Date: |
| Approved by: Robert Hamberger, Chief Building Official | Page: 2 of 5 |

Florida Statute 553.80(6)(d) School boards, community college boards, and state universities may use annual facility maintenance permits to facilitate routine maintenance, emergency repairs, building refurbishment, and minor renovations of systems or equipment. The amount expended for maintenance projects may not exceed \$300,000 per project. ***A facility maintenance permit is valid for 1 year. A detailed log of alterations and inspections must be maintained and annually submitted to the building official.*** The building official retains the right to make inspections at the facility site as he or she considers necessary. Code compliance must be provided upon notification by the building official. If a pattern of code violations is found, the building official may withhold the issuance of future annual facility maintenance permits.

Florida Building Code 105.1.2 Annual Permit Records. The person to whom an annual permit is issued shall keep a detailed record of alterations made under such annual permit. The building official shall have access to such records at all times or such records shall be filed with the building official as designated.

Florida Building Code 105.2.1 Emergency Repairs. Where equipment replacements and repairs must be performed in an emergency situation, ***the permit application shall be submitted within the next working business day to the building official.***

Procedure:

Prior to the end of business each Monday PPO will provide the Building Department an electronic report of the routine work orders entered into the COMPASS system during the previous Monday through Sunday week. The report shall contain the following COMPASS work order fields:

- Location Description
- Location Equipment Function Description
- Work Order Number
- Work Order Description
- Backlog Code Description
- Entry Date
- Priority Code Description
- Annual Maintenance Permit Number
- Inspection Required (this field should be left blank at this time)

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-09 |
| | Effective Date: 05-27-2011 |
| Subject: PPO Annual Maintenance Inspection Guidelines | Revision Date: |
| Approved by: Robert Hamberger, Chief Building Official | Page: 3 of 5 |

The Building Department will review the work orders as submitted on the report and update the Inspection Required field on the report with a (Y) for those work orders requiring an inspection. The work orders left blank will not require an inspection at this time. The Building Department will electronically transmit the updated report back to PPO prior to the end of business each Tuesday. The Building Department will retain a copy of the updated report for each week.

The Building Department retains the right, as established in the Florida Statutes and the Florida Building Code, to require additional permits and or inspections if the actual scope of work increases beyond the original work order description or if the actual work performed does not align with the original work order description.

As the permit holder it is the express responsibility of the Director of PPO to ensure that all work complies with all provisions of the Florida Building Code, Life Safety Code, and all other applicable codes.

The Building Department will enter a new record into the inspection tracking system based on the combination of the Annual Permit Number and the work order number.

PPO will update the Required Inspection field on the work orders in COMPASS to align with the required inspections indicated on the report from the Building Department. The Annual Permit Number and work order number combination will enable PPO staff to call the Building Department and schedule inspections based on the work order number; and allow the Building Department to record and track required inspections related to work performed by PPO on the Annual Maintenance Permit.

PPO staff will contact the Building Department to schedule inspections as required at least 24 hours in advance of when such inspections are needed. No work shall be covered until it has been previously inspected and passed. No inspection shall be made unless the Building Permit and inspection log is displayed. No inspections shall be made unless reviewed and stamped plans are available to the inspector on the job site.

The Building Department shall perform the requested inspections based on approved submittals, SBBC design criteria standards, and code compliance. The inspector shall either release that portion of the work or shall notify PPO of any violations which must be corrected in order to comply with the technical codes.

PPO staff shall inform the Building Department when the requested inspection is the final inspection or last inspection required to complete the project. PPO will be notified in advance of any additional inspections required.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-09 |
| | Effective Date: 05-27-2011 |
| Subject: PPO Annual Maintenance Inspection Guidelines | Revision Date: |
| Approved by: Robert Hamberger, Chief Building Official | Page: 4 of 5 |

An inspector will perform the final inspection and if the work is passed the Building Department will record the project as complete. During the final inspection process the inspector(s) shall be provided with the appropriate systems, materials, tests and installation certifications, such as:

- Elevators (passenger & freight)
- Carpet (tunnel test)
- Curtains (flame/smoke)
- Health & Water (bacteriological test)
- DERM (septic tank/drain field)
- Roofing
- Test & Balance (HVAC)
- Fire Alarm
- P.A. Clock/Speaker
- Misc. Municipal Services
- Generator (ten seconds)
- Ansul System (dump test)
- Fire Sprinkler System
- Fire/Smoke Sealant labels. Etc.

The Building Department will issue a final inspection report to PPO.

The work order shall not be closed as completed until the Building Department has issued a final inspection report.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-09 |
| | Effective Date: 05-27-2011 |
| Subject: PPO Annual Maintenance Inspection Guidelines | Revision Date: |
| Approved by: Robert Hamberger, Chief Building Official | Page: 5 of 5 |

Prior to the 5th of each month PPO will submit a report to the Building Department of all work orders closed during the previous month. This work order log submitted to the Building Department in compliance with the annual maintenance permit shall contain detailed descriptions of the replacement or repair work to include quantities, dimensions, areas, and items included in the total scope of work performed on each work order to include the following COMPASS work order fields:

- Location Description
- Location Equipment Function Description
- Work Order Number
- Work Order Description
- Backlog Code Description
- Entry Date
- Closed Completion Date
- Priority Code Description
- Annual Maintenance Permit Number
- Inspection Required
- Closing Comments
- Extended Text
- Total Hours

The Building Official shall review the work order log to determine PPO compliance with the Florida Building Code, Life Safety Code, and all other applicable codes. If the Building Official determines that PPO has not complied with these codes the Annual Maintenance Permit may be revoked and or withheld.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-11 |
| | Effective Date: 07-27-2009 |
| Subject: Inspection Criteria for Modular / Manufactured Buildings | Revision Date: 04-08-2013 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 1 of 2 |

Purpose: This procedure provides an outline of required inspections expected for a modular manufactured building BCPS construction project.

Scope: Building construction code enforcement for The School Board of Broward County is the sole responsibility of the BCPS Building Department; authorized by Florida Statute to implement the Florida Building Code and SREF through the State of Florida Board of Education.

Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

Procedure: The building official upon notification from the permit holder or his or her agent shall make the following inspections, and shall either release that portion of the construction or shall notify the permit holder or his or her agent of any violations which must be corrected in order to comply with the technical codes. The building official shall determine the timing and sequencing of when inspections occur and what elements are inspected at each inspection.

The Work Performance Reports (Form FMBP-SB-5-00) as issued by the Department of Business and Professional Regulation must be submitted as work progresses at the factory. Once the modular units are completed at the factory, a data plate or insignias must be in place prior to arrival of modular units on the local site. A best business practice would be to provide the Building Department with a copy of the insignias or the data plate identifying the subject project.

The following is a list of required inspections; however, additional inspections may also be required. The contractor will be notified in advance of any additional inspections required.

Interim Inspections:

Rough-in inspections. To be conducted for all trades prior to the closure of wall or ceiling membranes.

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| Broward County Public Schools Building Department Policy & Procedure Manual | Section No: BDIP-500-11 |
| | Effective Date: 07-27-2009 |
| Subject: Inspection Criteria for Modular / Manufactured Buildings | Revision Date: 04-08-2013 |
| Approved by: Robert Hamberger, Chief Building Official | Page: 2 of 2 |

Modular Manufacturer Buildings: (continued)

Above Ceiling inspections. To be made after rough/top out inspections, all trades components are in place and properly connected, prior to placement of any ceiling.

Occupancy Inspection. To be conducted once all noted "Occupancy" items are completed. The BCPS Inspectors will inspect the project for occupancy and use. The data plate or insignias must be in place and the structure ready for occupancy.

Final inspection. Once the Architect of Record has determined that the building/project is "Substantially Complete" per the contract requirements. The inspector will confirm that the project has no outstanding items for completion.



BUILDING DEPARTMENT

Section 8: Occupancy



Broward County Public Schools

Building Department

Occupancy and Final Inspection Procedures

March 2011

Rev. Oct. 2016

Foreword

Building Department

Broward County Public Schools

The intent of these procedures is to insure a process for compliance and accountability with the statutory requirements of Chapter 1013.37 so that prior to the occupancy of construction projects, documents will need to be submitted to the Building Department and approved by the inspection staff and Chief Building Official. **It is the policy of the Broward County Public Schools Building Department to not allow general occupancy of the premises until such time as the facility has met the statutes, rules and codes affecting the health and safety of its occupants.**

The documents within this procedure contain an overview, an index, a process for approval or denial of an OEF 110B and the OEF 209 and flow charts for the procurement of both OEF documents. Additionally, accountability is demanded of the inspection team, the general contractor as the permit holder and the project manager as the owner's representative by requiring their signatures on specific documents. The application for the Certificate of Occupancy lists common documents that are required by the Florida Building Code, Florida Fire Prevention Code and other applicable standards. If the project is deemed not ready for occupancy, a denial of occupancy is sent with an enumerated list of reasons signed by the Chief Building Official and copied to the prime contractor, Director of the Office of Facilities and Construction, the Architect of record and the Project Manager.

There are final inspection documents which earmark any outstanding deficiency or punch list items, which are tracked by the inspectors upon execution by the contractor. In the event that these items are not completed within 90 days, a notice is sent to the prime contractor, the Director of the Office of Facilities, the Project Manager and the Chief Officer of Facilities and Construction.

A list of typical inspections required for occupancy, as well as the inspector's responsibilities are included at the end of these procedures.

APPLICATION FOR CERTIFICATE OF OCCUPANCY

FACILITY NAME _____ PROJECT # _____ LOC. # _____

PROJECT NAME _____ DATE _____

ARCHITECT _____ PERMIT # _____

| Staff Assignment | DOCUMENTATION | Date Recvd |
|------------------|---|------------|
| CBO | Certificate of Occupancy (OEF Form 110B) | |
| Building | Substantial Completion Form (Document 01770e) | |
| Fire | Fire Alarm System Record of Completion NFPA 72 | |
| Fire | Ansul-Range Hood Fire Suppression Systems Report NFPA 17/17A, NFPA 96 | |
| Fire | Fire Protection Piping Material & Test Certificate Abvgrnd and undrgrnd | |
| Fire | Backflow Assembly Field Test Report | |
| Mechanical | Duct Mounted Smoke Detector Differential Pressure Test Report | |
| Building | Threshold/Special Engineer Approval Letter | |
| Electrical | Lighting Protection System, NFPA 780 & UL 96a | |
| Plumbing | Health Certification Clearance | |
| Mechanical | HVAC Test & Balance Certification / Report | |
| Plumbing | Interior and Exterior Bacteriological Test Reports | |
| Plumbing | Local Drainage District Approval | |
| Fire | Monitoring of fire alarm system in conjunction with a fire sprinkler system | |
| Building | FEMA Elevation Certificates | |
| Electrical | Generator Load Bank Test Results | |
| Building | Elevator Certification | |
| Building | Notice of Preventative Treatment for Termites | |
| Civil | Site Certification Letter from the Engineer of Record | |
| Plumbing | Domestic water service lead content tests | |
| Energy | Proof of Preliminary Commissioning Report delivered to the owner | |

I understand that the above list of documents in their entirety is necessary to obtain a Certificate of Occupancy (OEF 110B), in accordance with Chapter 1013.37(2) (C), Florida Statutes. Upon the approval of an occupancy inspection by all disciplines and the receipt of all required documents, an OEF 110B may be issued.

Accepted and agreed to:

General Contractor

Architect of Record

PROCESS FOR APPLICATION FOR CERTIFICATE OF OCCUPANCY (OEF 110B)

1. Project Management submits an **Application for Certificate of Occupancy (form 100)** to the Building Department.
2. The Application and attachments are evaluated by clerical for sufficiency.
3. This **Application for Certificate of Occupancy (form 100)** must be signed by the qualifying agent of the General Contractor and the Architect of Record.
4. If the review by the Building Dept. staff reveals insufficient documentation, a copy of the **Application for Certificate of Occupancy (form 100)** is made and the original is returned to the Project Manager for resubmission when sufficiency is achieved.
5. If the Building Dept. review is found to be sufficient, **the Verification of Readiness for Occupancy Inspection (form 104)** is to be completed by the Building Department. The status of final occupancy inspections for each discipline will determine the outcome of this verification.
6. Two options can exist at this time:
 - 6a. Accepted – **OEF 110B** form is executed by the Architect of Record and the Chief Building Official and then sent to the Superintendent of Schools for signature.
 - 6b. Rejected - The General Contractor, Director of Project Management and Architect of Record are notified of item(s) that preclude occupancy **Denial of Occupancy (form 101)**
7. In conjunction with the **issuance of a 110B**, the **Final Inspection Completion form (form 200)** is to be completed by the Building Department. Upon review, this document (also signed by the Architect, General Contractor, Director of Project Management and Inspectors) will be issued with attached **lists of deficiencies** as comprised by the various trade inspectors (**forms 200B,R,E,M,P,F**). The date of issuance of this document will be nearly coincidental with the issuance of any type of occupancy of the facility. The contractor has 60 days to complete the punch list from the date of occupancy.



Broward County Public Schools
Building Department
2301 NW 26 Street, Building 9
Oakland Park, FL 33311

Phone: (754) 321-4800
Fax: (754) 321-3389

**PROCESS FOR APPLICATION
FOR CERTIFICATE OF FINAL INSPECTION (OEF 209)**

1. Verify that there is an issued **OEF 110B**.
2. General Contractor is responsible for calling in final inspections so that the inspectors lists are completed allowing the **OEF 209** to be signed. The following two (2) options can exist at this time:

2a. If after 90 days, deficiencies are not remediated, a **Notice of Failure to Complete Deficiencies (form 206)** is provided to the Director of Project Management, the General Contractor, the Executive Director, Support Operations and the Deputy Superintendent, Facilities and Construction Management. The **OEF 209** cannot be issued until such time as the deficiencies are corrected, which is in accordance with Florida State Statute 1013.50.

or

2b. If after 90 days all deficiencies are remediated and the **OEF 110B** has been issued, the inspection staff would inspect the project using the **Trade Deficiency List(s) (forms 200 B,M,E,P,F)**, and the **Verification of Final Inspection (form 205)** can now be executed. Next, the **OEF 209** may be signed and sent to the Superintendent of Schools for signature.

DENIAL OF OCCUPANCY

FACILITY NAME _____

PROJECT # _____ LOC. # _____

PROJECT NAME _____

DATE _____

PROJECT MANAGER _____

GENERAL CONTRACTOR _____

The application for Certificate of Occupancy for the project listed above has been denied in accordance with Florida Building Code, Section 110.1 for the following reason(s).

The application for Certificate of Occupancy may be resubmitted to the Broward County Public Schools Building Department after the deficiencies listed above are corrected.

_____ Date: _____
Sign Name

Print Name
Chief Building Official,
Broward County Public Schools Building Department

C: General Contractor
Director, OFC
Architect of Record
Project Manager

VERIFICATION OF READINESS FOR OCCUPANCY INSPECTION

Facility Name: _____ **Project Number:** _____ **LOC. #:** _____

Project Manager: _____ **Building Number:** _____

Project Description: _____ **General Contractor:** _____

Permit #: _____ **Architect:** _____

Pursuant to provisions contained in the Contract for Construction, Project Specifications, State Regulations for Educational Facilities (SREF), Florida Building Code, (Building, Plumbing, Gas & Mechanical) Florida Fire Prevention Code, National Electric Code and other applicable regulations, this Verification of Occupancy Inspection is established and executed in order to assure signatories to the Certificate of Occupancy (OEF 110B) that, to the best of our knowledge and ability we have determined that the Safety to Life Systems* are working satisfactory, this project being occupied is safe, code-compliant and complete with the exception of punch list items that have been duly recorded in project files.

BUILDING INSPECTOR:

Name (Print) License # Expiration Date

Signature: _____ Date: _____

PLUMBING INSPECTOR:

Name (Print) License # Expiration Date

Signature: _____ Date: _____

MECHANICAL INSPECTOR:

Name (Print) License # Expiration Date

Signature: _____ Date: _____

ELECTRICAL INSPECTOR:

Name (Print) License # Expiration Date

Signature: _____ Date: _____

FIRE SAFETY INSPECTOR:

Name (Print) License # Expiration Date

Signature: _____ Date: _____

*Safety to Life Systems include, but are not limited to: exiting, fire rating, fire protection, means of egress, master valves, eye wash and dousing shower in science labs; emergency disconnects in shops; fume and dust collection systems; heat and smoke detectors, working stage protection including curtain operation, smoke vent, sprinklers, etc.; kitchen hood; fire sprinklers; smoke venting; illumination of means of egress; emergency lighting; emergency power; exit lights; fire alarm systems with required incidental functions; fire extinguishers; fuel fired heaters; electrical illumination; electrical system required ventilation; toilet facilities; kitchen hot water supply; water bacteriologicals; sewer disposal certifications as they apply to this project.

Return completed form as needed to:
 Office of Educational Facilities
 325 West Gaines Street, Room 1054
 Tallahassee, Florida 32399-0400
 (850) 245-0494
 Fax (850) 245-9236 or (850) 245-9304

FLORIDA DEPARTMENT OF EDUCATION
 Office of Educational Facilities
CERTIFICATE OF OCCUPANCY

OEF USE ONLY

INSTRUCTIONS: Submit one copy of the completed form for each project over \$300,000. Reproduce this form in sufficient quantity for your use.

RE: _____

(School District Florida College)
 (School Name Campus)
 Description of Project
 EFIS Number (if applicable)

In accordance with Section 1013.37(2)(c), Florida Statutes, and upon recommendation of the project architect/engineer and the certified inspector, as stated below, the subject project is ready for occupancy.

Signature: _____ Date: _____
 Superintendent President Designee

Intended Occupancy Date: _____

PROJECT ARCHITECT/ENGINEER AND CERTIFIED INSPECTOR I have inspected the subject project and, to the best of my knowledge and ability, I have determined that the safety systems* and the facility are in compliance with statutes, rules, and codes affecting the health and safety of its occupants; and that no asbestos-containing materials were specified for use in this building, nor to the best of my knowledge were asbestos containing materials used in the construction of this project.

Architect or Engineer of Record:

High Performance Green Building Standard Used [S. 255.2575(2), F.S.] _____ Rating Achieved _____

Name (Type or Print) _____ License # _____ Expiration Date _____

Signature: _____
 Architect Engineer

Building Official:

Name (Type or Print) _____ License # _____ Expiration Date _____

Signature: _____

Contractor:

Name (Type or Print) _____ License # _____ Expiration Date _____

Threshold Inspector (if applicable):

Name (Type or Print) _____ License # _____ Expiration Date _____

Project Information

As-built lowest floor elevation (for new construction) _____

Code/Edition _____ Occupancy Type(s) _____ Construction Type(s) _____ Occupant Load _____

Automatic Sprinkler System Required ___Y___N District/Florida College Permit Number _____

Special Permit Stipulations _____

*Safety systems include, but are not limited to: exiting; safety; rescue; fire rating; fire protection; means of egress; master valves; eye wash and dousing shower in science labs; emergency disconnects in shops; fume and dust collection systems; heat and smoke detectors, stage protection including curtain operation, smoke vent, sprinklers, etc.; kitchen hood; fire sprinklers; smoke venting; illumination of means of egress; emergency lighting; emergency power; exit lights; fire alarm systems with required incidental functions; fire extinguishers; fuel fired heaters; electrical illumination; electrical system required ventilation; toilet facilities; kitchen hot water supply; water supply; and sewage disposal as they apply to this project.

FINAL INSPECTION

FIRE SAFETY INSPECTIONS: All remaining items must be completed as described on **Fire Safety Deficiency List.**
(Form BD 200F) No items remain _____ See attached list _____

Fire safety Inspector: Print: _____
Signature: _____ **Date:** _____

ROOFING INSPECTIONS: All remaining items must be completed as described on **Roofing Deficiency List.** (Form
BD 200R) No items remain _____ See attached list _____

Fire safety Inspector: Print: _____
Signature: _____ **Date:** _____

The signatures below acknowledge the receipt of all information as listed above and that the remaining issues will be completed as described.

Executive Director of Project Management

Date

General Contractor (Qualifying Agent)

Date

Architect of Record (Principal)

Date

COMPLETION OF FINAL INSPECTION LIST

Facility Name: _____

Project Number: _____ LOC. # _____

Project Manager: _____

Building Number: _____

Project Description: _____

General Contractor: _____

Pursuant to provisions contained in the Contract for Construction, Project Specifications, State Regulations for Educational Facilities (SREF), Florida Building Code, (Building, Plumbing, Gas & Mechanical) Florida Fire Prevention Code, National Electric Code and other applicable regulations. I have inspected this project and, in my considered professional opinion, the work required by the contract for this project has been completed in accordance with approved contract document; Chapter 1013, Florida Statutes, Rule 6A-2.0010, FAC, Chapter 553, FS, and the Florida Building Code.

BUILDING INSPECTOR:

Name (Print)

License #

Expiration Date

Signature: _____

Date: _____

PLUMBING INSPECTIONS:

Name (Print)

License #

Expiration Date

Signature: _____

Date: _____

MECHANICAL INSPECTIONS:

Name (Print)

License #

Expiration Date

Signature: _____

Date: _____

ELECTRICAL INSPECTIONS:

Name (Print)

License #

Expiration Date

Signature: _____

Date: _____

FIRE SAFETY INSPECTIONS:

Name (Print)

License #

Expiration Date

Signature: _____

Date: _____

NOTICE OF FAILURE TO COMPLETE DEFICIENCIES

FACILITY NAME _____ PROJECT # _____ LOC. #: _____

PROJECT NAME _____ DATE _____

PROJECT MANAGER _____

GENERAL CONTRACTOR _____

ARCHITECT _____

This notice is issued 60 days after granting a Certificate of Occupancy.

Receipt of this notice confirms that the list of deficiencies as cited by the inspection staff on the attached Trade Deficiency List(s) (Building Department form(s) 200 B,R,M,E,P,F), are incomplete. UNTIL SUCH TIME AS THESE OUTSTANDING ITEMS ARE RESOLVED, A CERTIFICATE OF FINAL INSPECTION (OEF 209) CANNOT BE ISSUED. When all outstanding items are completed, a re-inspection of the facility must be scheduled and conducted by the appropriate Building Department inspection staff. THIS IS THE FINAL NOTICE TO BE ISSUED REGARDING DEFICIENCIES FOR THIS FACILITY BY THE DEPARTMENT.

Chief Building Official
School Board of Broward County

Date: _____

Cc: General Contractor
Project Manager
Director of Project Management
Chief Officer, OFC

CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: _____ COMPLETION DATE: _____

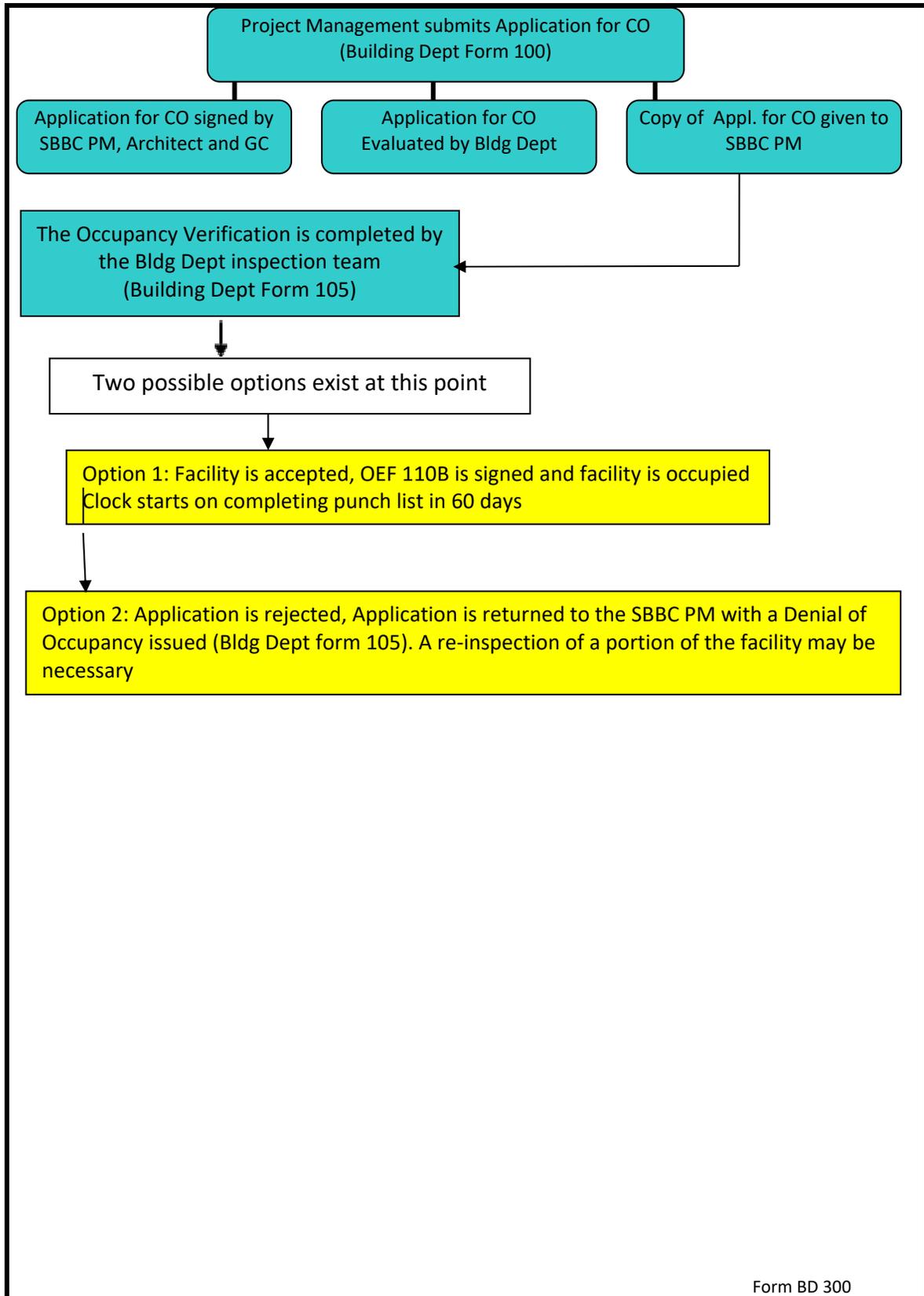
9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts).

| | | | |
|----------------|----------|----------------|----------|
| C.O. No. _____ | \$ _____ | C.O. No. _____ | \$ _____ |
| C.O. No. _____ | \$ _____ | C.O. No. _____ | \$ _____ |
| C.O. No. _____ | \$ _____ | C.O. No. _____ | \$ _____ |
| C.O. No. _____ | \$ _____ | C.O. No. _____ | \$ _____ |

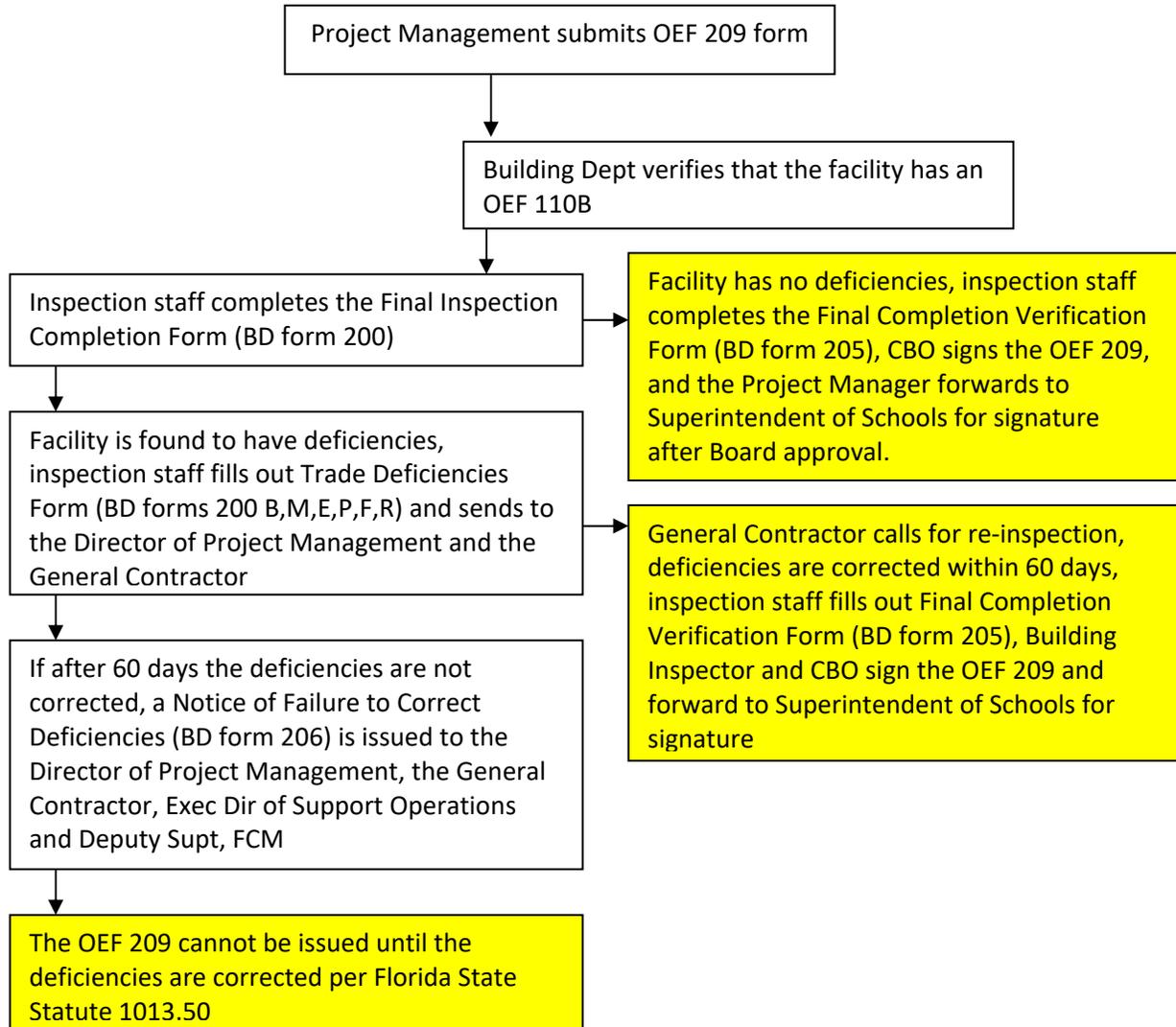
10. Date of Occupancy: _____

11. Additional Information:

FLOW CHART FOR PROCUREMENT OF CERTIFICATE OF OCCUPANCY



Flow Chart for Procurement of Final Inspection





**Broward County Public Schools
Building Department
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Typical Inspections Required for Occupancy

Building Inspections required for occupancy:

1. Egress requirements
2. Fire extinguisher placement
3. Railing and stair requirements complete
4. Fire and smoke stopping complete
5. Fire rated assemblies in place
6. Accessibility code requirements are satisfied
7. Safe access to site
8. Insure that all trade finals are complete
9. Signage complete
10. Architecturally complete
11. Site engineering components complete
12. Site landscaping components complete

Mechanical Inspections required for occupancy:

1. Smoke damper inspection.
2. Fire damper inspection.
3. Test and balance report including differential pressure readings for smoke detectors.
4. Controls inspection.
5. Hood test including velocity requirements (T+B of system).
6. Flammable storage alarm test.
7. Preliminary Commissioning Report complete.

Plumbing Inspections required for occupancy:

1. Drainage completion
2. Sewer connection.
3. Water system completion.



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Typical Inspections Required for Occupancy

4. Interior plumbing systems

Electrical Inspections required for occupancy:

1. Hot check for complete electrical system.
2. Completion of emergency lighting system.
3. Completion of lightning protection system.
4. Completion of intercom system
5. Generator Testing

Fire Inspections required for occupancy:

1. Fire alarm
2. Fire sprinkler system
3. Kitchen hood
4. Fire sprinkler pump
5. General fire safety



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Inspector's Responsibilities

1. When the application for the Certificate of Occupancy is submitted to the Building Department, the inspection staff verifies the documentation attached to BD form 100. Notification of the application for the staff is initiated by the CBO via CAB.
2. Building inspector initiates Occupancy Verification form (form 104), which all trades inspectors review as an internal Department document.
3. All inspectors complete a list of deficiencies by trade known as a Trade Deficiency List (form 200 B,R,M,E,P,F), which will be attached to the Final Inspection Completion Form (form 200).
4. All inspectors are notified and review deficiencies 90 days after occupancy is issued on outstanding items, if any. Inspectors use the same Trade Deficiency Lists (form 200 B,R,M,E,P,F) to sign off and date completed items.

Index of Documents for Close-Out Procedures

Occupancy

| Document # | Document Name |
|------------|--|
| BD 100 | Application for Certificate of Occupancy |
| BD 101 | Denial of Occupancy |
| BD 102-103 | Reserved |
| BD 104 | Verification of Readiness for Occupancy |
| BD 105 | Certificate of Completion |
| BD106 | Reserved |
| BD107 | Reserved |
| BD108 | Reserved |
| BD109 | Reserved |
| OEF 110B | Certificate of Occupancy |

Final Inspection

| Document # | Document Name |
|--------------------|--|
| BD 200 | Final Inspection |
| BD 200 B,M,E,P,F,R | Trade Deficiency Lists |
| BD 201-204 | Reserved |
| BD 205 | Completion of Final Inspection List |
| BD 206 | Notice of Failure to Complete Deficiencies |
| BD 207-208 | Reserved |
| OEF 209 | Certificate of Final Inspection |

Appendix

| | |
|--------|--|
| BD 300 | Flow Chart for procurement of CO |
| BD 301 | Index of Documents for Close-Out Procedures |
| BD 302 | Flow Chart for Procurement of Final inspection |

Supplemental Documents

Typical Inspections Required for Occupancy
Inspector's Responsibilities
Overview of the Utilization of Close-Out Documents



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Overview for the Utilization of Close Out Documents

Any facility whose permit has been issued on the basis of achieving occupancy or altering the occupancy of a structure through constructing, altering, repairing, moving or demolishing will be required to use the **index of documents** for **Occupancy** as well as using those documents for **Final Inspection**. Typically, these types of projects would be new or renovated construction.

Other facilities, that have been issued permits for retrofit work, involve work on projects that are already occupied and have a value of less than \$300,000, will use a Certificate of Completion (Form BD 105). These typically are projects whose scopes of work are retrofit fire sprinklers, retrofit fire alarm, retrofit kitchens, retrofit HVAC, roofing, single point of entry and ADA restrooms, etc. These types of projects would require the **Certificate of Completion** and the necessary documents **for project completion**.

The intent is to develop access to these documents on the website so that Project Management, PPO and the Building Department may have access to the forms and information as needed. The Building Department will track and store the documents in house. Integration into permit and plan review electronic programs have been implemented.