

**SUBJECT: ANNUAL FACILITY PERMIT – PHYSICAL PLANT OPERATIONS**

**1 Background and Purpose**

In lieu of requiring an individual permit for each alteration or repair to an existing facility, the Building Official is authorized to issue an Annual Maintenance Permit for each facility. The Annual Maintenance Permit will be 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.

**2 Authority**

**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. Electrical work not to exceed \$75,000 may be included in the total value of that \$300,000 limitation. 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 Section 105.1.1 Annual Facility Permit** states; *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 renovations 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.*

**SUBJECT: ANNUAL FACILITY PERMIT – PHYSICAL PLANT OPERATIONS**

**3 Process**

All work will need a valid funded work order with a clearly defined scope of work. When required, approved plans will need to be submitted for review prior to any work proceeding.

Prior to April 15 each year the Director of PPO or their designee will submit an application for an Annual Maintenance Permit for the following construction trades at each facility. **(See Exhibit 1).**

- 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 may require inspections as outlined in the Florida State Statutes, the Florida Building Code. **The issuance of an annual maintenance permit for each facility does not constitute a waiver for statutory required inspections.**

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. Once the annual permits have been issued for the various facilities, the work may commence and inspections may be scheduled. **As the work progresses, inspections must be scheduled and passed for the relevant scopes of work.**

The Building Department upon Notification from Physical Plant Operations shall make the following inspections, and shall either release that portion of the work or shall notify Physical Plant Operations of any violations, which must be corrected in order to comply with the technical codes. The following is a potential list of inspections that may or may not be performed. Physical Plant Operations will be notified in advance of any additional inspections required.

Work order logs 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 areas included in the total scope of work performed on each work order.

**SUBJECT: ANNUAL FACILITY PERMIT – PHYSICAL PLANT OPERATIONS**

**4A Inspections:**

1. **Building Envelope:** Repairs or replacement to the following components of the exterior building envelope shall be inspected for code compliance.
  - Window frame replacement
    - Removal and replacement of backer rod or caulking
  - Door frame replacement
    - Removal and replacement of backer rod or caulking
  - Door replacement and or structural repairs to door and hardware effecting egress or access
  - Louver replacement or repairs
  - Roofing repairs greater than 100 square feet
  - Roof penetrations repairs or replacement of any kind
  - Wind load anchorage for all of the above
  - Stucco replacement or repairs greater than 100 square feet
    - Wall repairs to include structural cracks or fissures greater than 1/8 of an inch in width
    - Stucco accessories
      - Corner beads
      - Expansion joints
      - Stops and trim
  - Spalling concrete repairs
  - Painting or sealing areas greater than 300 square feet

## BUSINESS PRACTICE BULLETIN

Broward County Public Schools

BULLETIN NO.: O-102

Page: 4 of 9

DATE: June 20, 2012

### SUBJECT: ANNUAL FACILITY PERMIT – PHYSICAL PLANT OPERATIONS

2. **Building Interior:** Repairs or replacement to the following components of the interior building structure shall be inspected for code compliance.
- Replacement or repairs to all structural wall framing members
    - Framing to be inspected prior to drywall application
    - Drywall screw attachment to be inspected prior to applying finishes
  - Replacement or repairs to non structural wall components greater than 20 square feet
    - Framing to be inspected prior to drywall application
    - Drywall screw attachment to be inspected prior to applying finishes
  - Door frame replacement
  - Door replacement
  - Door component replacement
    - Vision panels
    - Fire rated hardware
    - Smoke barrier hardware
  - Stair replacement or repairs
  - Handrail replacement or repairs
    - Balconies
    - Stairs
    - Ramps
  - Ceiling grid replacement or repairs
  - Ceiling tile replacement greater than 1000 square feet per FISH or per room which ever is smaller.
  - Ceramic floor or wall tile repair or replacement greater than 50 square feet
  - Wood floor framing replacement
    - Floor joist
    - Plywood
  - Wood floor finishes greater than 50 square feet
  - Gym bleacher replacement or repairs

## BUSINESS PRACTICE BULLETIN

Broward County Public Schools

BULLETIN NO.: O-102

Page: 5 of 9

DATE: June 20, 2012

### SUBJECT: ANNUAL FACILITY PERMIT – PHYSICAL PLANT OPERATIONS

3. **Life Safety Systems:** Repairs or replacement to the following components of the life safety systems.
- Fire Alarm replacement or repairs excluding battery replacements
  - Fire Sprinkler replacement or repairs including spray booths
  - Kitchen hood and suppression system replacement or repairs
  - Signage
    - Egress
    - Access
    - FISH
4. **Mechanical Systems:** Repairs or replacement to the following mechanical components
- Chiller water system replacement or repairs
    - Cooling towers
    - Motors
    - Pumps
    - Insulation
    - Valves
    - Controls
  - DX/AHU replacement or repairs
  - Duct replacement or repairs
    - Supply line
    - Return line
    - Dampers
    - VAV boxes
    - Insulation
    - Actuators
    - Fusible links
  - Fan replacement or repairs excluding belt replacements or adjustments
    - Exhaust
    - Supply
    - In-line
  - Wall Unit replacement
  - Roof top unit replacement or repairs
  
  - Package unit replacement or repairs

**SUBJECT: ANNUAL FACILITY PERMIT – PHYSICAL PLANT OPERATIONS**

5. **Specialty Classrooms:** Repairs or replacement to the following classroom components
- Fume hood replacement or repairs
  - Gas system replacement of piping connections
    - Fixed kitchen equipment
  - Emergency equipment replacement or repairs
    - Eye wash stations
    - Body wash stations
6. **Plumbing Systems:** Repairs or replacement to the following plumbing components.
- Boiler replacement or repairs
  - Hot water heater replacement or repairs
  - Permanent fixture replacement
    - Lavatories
    - Sinks
    - Toilets
    - Urinals
    - Water fountains
    - Fixed kitchen equipment
  - Storm drainage replacement or repairs
  - Waste water system replacement
    - Sewer pipe
    - Drain pipe
    - Vent stacks
  - Potable water supply system replacement

**SUBJECT: ANNUAL FACILITY PERMIT – PHYSICAL PLANT OPERATIONS**

**7. Electrical Systems: Repairs or replacement to the following electrical components.**

- Generator replacement or repairs
  - Transfer switch
  - Shut off switch or controls
- Electrical panel replacement and repairs
  - Main panels
  - Distribution panels
  - Switchgear
- CCTV replacement or repairs
- Intercom replacement or repairs
- Data systems replacement or repairs
- Fixed kitchen equipment replacement or repairs
- Science equipment replacement or repairs
- Site lighting replacement or repairs including security, walkway, and emergency

**8. Site Infrastructure: Repairs or replacement to the following facility site components**

- Playground replacement or repairs
- Sidewalk replacement or repairs greater than 15 lineal feet or all if part of access or egress plan
- Asphalt replacement or repairs greater than 20 square feet
- Structural wall replacement or repairs greater than 100 square feet

**SUBJECT: ANNUAL FACILITY PERMIT – PHYSICAL PLANT OPERATIONS**

- Fencing and gate replacement or repairs greater than 100 square feet or all if part of access or egress plan
  
- Athletic complex replacement or repairs
  - Bleachers
  - Track
  - Concession stands
  - Press box
  - Backstops and screens
  - Dugouts
  - Scoreboards
  
- Exterior signage replacement or repairs
  - Marquee
  - Egress
  - Directional
  - Access
  - Informational
  
- Curb replacement or repairs
  - Access
  - Handicap ramps

**5 Non-Compliance and Penalties**

If the scope of work remains unfinished or without inspections being scheduled for a period of 6 months per FBC 105.4.1 or an inspection has not been called for and subsequently covered up FBC 109.6 and this practice continues as a pattern, the Annual Maintenance Permit for that school location will be suspended by the Chief Building official or his designee. The Annual Maintenance Permit will not be reinstated until such time as the Building Department's criteria has been satisfied. A notice of the suspension of the annual maintenance permit will be sent to the Deputy Superintendent of Facilities and Construction Management and the Chief Operations Officer. This action would be equivalent to the issuance of a Stop Work Order. Any person, who continues or authorizes work to continue after the suspension of a permit, will be guilty of unlawful continuance and shall be subject to the penalties as prescribed by law per FBC 114.3. Any work that has failed an inspection will be subject to the requirements of FBC section 109.6.



**SUBJECT: ANNUAL FACILITY PERMIT – PHYSICAL PLANT OPERATIONS**

**6 Inspection Distribution Requirements**

The Supervisor, Work Flow at PPO is to submit active work orders to the Assistant Building Official. The Assistant Building Official converts the work orders to inspection reports and distributes those inspections to the various trades' inspectors. Once the inspections are conducted, the inspectors return the executed inspection report to the Assistant Building Official for processing back to the Supervisor, Work Flow at PPO. All inspection reports are marked either "satisfactory" (passed) or "deficient" (failed) are filed for recordkeeping.

Work that is deficient (failed) will need to be repaired and recalled for inspection by the Supervisor, Work Flow at PPO and the process repeats itself until this inspection becomes "satisfactory".

**7 Exhibits (Attached)**

- A. Annual Permit
- B. PPO Inspection Report
- C. PPO Inspection Procedure

PLEASE APPROVE  
*MW.*

*MR Woods*

Maurice L. Woods,  
Chief Strategy and Operations Officer







Broward County Public Schools

Building Department  
2301 NW 26th Street, Bldg. 9  
Oakland Park, Florida 33311

### Exhibit "B"

Report # \_\_\_\_\_

Phone: (754) 321-4800

Fax: (754) 321-3389

# Physical Plant Operations Inspection Report

Inspected By: \_\_\_\_\_

Date: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Manager: \_\_\_\_\_

Project: \_\_\_\_\_

Foreman: \_\_\_\_\_

Building Number: \_\_\_\_\_

Contact Ph#: \_\_\_\_\_

Work Order #: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Discipline: Bldg.  Mech  Electr  Fire  Plumb

Description of Inspection:	Code Reference

SATISFACTORY     DEFICIENCY     RE-INSPECTION REQUIRED

Inspector \_\_\_\_\_ Date \_\_\_\_\_

School Board of Broward Co.  
Company/Organization Name \_\_\_\_\_

## PPO Inspection Procedure

Florida Building Code Section 105.1.1 allows building officials the latitude to deem which inspections performed under Annual Facility Permits are necessary. This outline will provide the parameters for such inspections.

A list of inspections are included in the Business Practice Bulletin, which are subdivided into 8 categories. Each of these categories contain a specific list of inspections that can be found in the Florida Building Code. The premise is to establish a verification of the physical plant maintenance work as meeting code minimum requirements as a priority as opposed to meeting design and material standards. Relevant work orders to be executed by PPO in the forthcoming week or two are electronically transmitted to the Building Dept. for inspection. The work orders will provide the facility name, project, building/room #, work order #, and permit #, foreman's name and telephone # and scope of work to be inspected. The Building Department will distribute inspections covering these work orders. The inspectors will coordinate with the foreman to perform the inspections, write a report that will be listed as "satisfactory" or "deficient" with code citations and an explanation, if necessary. An inspection marked with a deficiency would require a re-inspection. An in progress inspection could be labeled a "satisfactory" inspection. When all required inspections have attained a satisfactory status, the project is considered complete. The Building Department will send the executed inspection reports to PPO within 48 hours.