

PROJECT CLOSE OUT

After you have moved into the new or modernized facility, there are still two functions that need to be completed. A formal Board of Education inspection of the facility and a post occupancy review to determine how well the completed facility meets expectations.

Board of Education Inspection

The Board of Education inspection serves two purposes:

- First, it is a requirement that the Board of Education inspect and act on the acceptance of capital projects. The inspection is delegated to a member(s) with a formal follow-up action by the entire BOE. This action begins the formal close out of the project and its capitalization.
- Second, it provides an opportunity to highlight some of the features of the project.

The Board inspection may include Board member(s), the principal, PTA representatives, your community superintendent, deputy superintendent, director of facilities management, director of construction and staff, project architect and contractor/construction manager.

The inspection is normally scheduled within 90-120 days after you move in. The Division of Construction will coordinate the scheduling of the actual date with the principal. It is preferable to assemble the group prior to the inspection for the purpose of introductions and an explanation of the purpose of the inspection. Light refreshments are always welcome. The decision can be made before the tour begins. The tour is very informal and everyone has the opportunity to ask questions and make comments at any time. The process is flexible and we have the opportunity to make adjustments as necessary.

Post Occupancy Review

After the new or modernized facility has been occupied for approximately six (6) months, planning and construction staff will schedule a meeting with the principal and school staff to discuss how well the building design meets program expectations. The purpose of this review is to determine what works well and get suggestions for improvements to the educational specifications, our facilities standards, and the process for planning and constructing capital projects. The information gained from post occupancy reviews is incorporated in future programs, facility designs, and the work process when appropriate.

This ends the trip. Hopefully, it has been a rewarding and successful journey.