

Each year in February or early March, a Major Projects Request form is circulated to each building principal. This form asks for a list of repairs, maintenance issues, improvements, or enhancements which fall outside of the normal building custodial repair and maintenance which each building does year round. These items are meant to be the larger ticket items that typically must be done during the late spring or summer months when school is not in session. They do not include on-going maintenance and or services which are done by the custodial staff or by contractors during the year.

Once those requests are submitted, additional items are added by Buildings and Grounds from the CAO. Mr. Reep and Len Lindbo then go to each site to review the requests with the building principals and/or the custodial staff. Clarifications and logistical questions are reviewed. Buildings & Grounds then prioritizes all items as high, medium, or low priority (monitor). Some items are removed from the list and placed back to the building level to be completed by custodial staff. Some items are placed with the District carpenter such as new cabinets, whiteboards, and other carpentry items.

In most years, estimates or bids are then sought for all high and medium prioritized items. NDCC codes are following during this process. For example, the Roosevelt boiler replacement project needed to be advertised and an architect selected since it had a higher estimate than \$100,000. Once price estimates have been received, a cost analysis for all projects is completed to make sure that the capital projects fund budget is able to complete all items. At times, general fund monies are used for some of the smaller items that are completed in June.

A report of the major projects lists is given to the board in April and then again in August or September to update the board on the status of all projects for completion.

Major Projects – Maintenance & Improvement to Buildings & Grounds

Roofs, windows & doors, carpet & flooring, heating & cooling systems, pavement & concrete, plumbing, electrical, painting, equipment replacement, safety & security, lockers, irrigation, and landscaping are a majority of the items annually. Listed below are the amounts that the District has spent in the past five years.

2017 Scheduled -	\$553,338
2016	\$386,415
2015	\$567,088
2014	\$634,166
<u>2013</u>	<u>\$262,012</u>
TOTAL	\$2,403,019