



## INSTRUCTIONS AND PROCEDURES FOR SCHOOL INITIATED PROJECTS (SIP)

**Step 1:** Call Anne Everly, Facilities Communication Coordinator who will help you from start to finish with the SIP process, project scope and project management. The school initiated project agreement and required approvals will also be discussed. At your option, Anne can work with other applicable departments (Risk, Building, Purchasing, etc.,) on your behalf. [Anne Everly 321-633-1000 Ext. 403; Everly.Elizabeth@brevardschools.org](mailto:Anne.Everly@brevardschools.org)

**Step 2:** Prepare the Agreement for School Initiated Project, located on the BPS Share Point Web Site: [Click here for School Initiated Project Agreement](#).

### Next Steps:

A fully funded project may be turned over to Facilities Planning & Project Management for project delivery. Contact Anne Everly 321-633-1000 ext. 11403 [Everly.Elizabeth@brevardschools.org](mailto:Everly.Elizabeth@brevardschools.org) for project estimates, support and determination of availability of project management services.

As an alternative, a school may choose to execute the project. In this case, the school is responsible for the following:

- Supporting documents (including proof of funding), preliminary plans, and relevant attachments.
- Determining if a building permit and/or licensed contractor are needed for the project
- Complying with School Board policies and Purchasing guidelines for obtaining contracted services, materials, equipment and installation. [Click here for Purchasing Quick Reference Guide for Competition Requirements](#)
- Contacting the appropriate Purchasing Buyer 321-633-1000 Ext. 11645 for assistance in determining the best method for the selection of a vendor.
- Procuring the services of an approved architect and/or engineer (if necessary for project permitting...ask Anne).
- Procuring the services of an approved vendor/ licensed contractor who must sign hold harmless agreement [Click here for Hold Harmless Form](#)
- Providing current proof of insurance listing School Board of Brevard County as additionally insured under liability coverage and as a certificate holder. [Click here to sample Insurance Certificate](#)
- Adhering to BPS Design Standards using acceptable materials and systems in the design and construction of projects. [Click here for BPS design standards](#)

**Volunteers, PTA, PTO, boosters, or others may not perform construction activities on the project unless properly licensed (if applicable) and properly insured.**

**Permits:** When the School Initiated Project Agreement is fully approved, the licensed contractor **must then** apply for and obtain a Building Permit, through the District's Building Official prior to starting work. Permit applications found on the BPS Permitting web page under the Permits tab. The BPS Permitting Office will provide plan review and inspection services at no cost. The contractor is responsible for:

1. **Completing the application and attaching all required original documentation:** [Click here for BPS Permit Application](#)
2. **Delivering the original permit application to the Permitting office located at 1254 South Florida Avenue Rockledge Florida 32955**

**Playground projects:** A site meeting, phone meeting or email with Environmental Health and Safety (EH&S) Manager or Supervisor is required prior to selecting playground equipment and securing quotes. After meeting with EH&S, submit the [Playground Approval Form](#) and required support documentation by email to Jim Powers, EH&S Manager (or EH&S staff). 321-633-3580 ext. 13074 or [Powers.Jim@brevardschools.org](mailto:Powers.Jim@brevardschools.org)

**Security projects:** If you are proposing a security project, please consult with District School Security (321) 633-1000 ext. 11233 [Walters.Andrew@Brevardschools.org](mailto:Walters.Andrew@Brevardschools.org)