

MEMORANDUM No. 14

TO: Kentucky School Architects

FROM: Tim Lucas tim.lucas@education.ky.gov
Planning Branch Manager, Division of Facilities Management

DATE: March 11, 2010

RE: Building Evaluations for Renovation Projects

One of the challenges faced during the General Assembly session is the need for accurate information provided in a timely manner. With the Legislature's desire to direct funding at specific projects, the need for accurate and timely assessment of our school buildings has become critical. A tool that was originally meant to allow us to discuss the relative condition of our facilities when we haven't actually been to each one is now being used as a tool to direct funding based on condition.

With your help, over the last 18 months, we have been trying to perfect a tool that will provide a better assessment of the condition of our buildings. This new tool is based on the criteria developed by the Facilities Task Force that was empanelled at the request of the General Assembly. Some of the major challenges that we now face are;

- Reassessment of all of our building in a timely manner using the new assessment tool.
- Continued education of our Architects, Engineers, school districts and the General Assembly in the use of the tool and how the information is developed.
- Adjustment of KDE practices that will provide a means of assembling this reassessment in a timely manner and documenting these changes on a regular basis so that the assessment list is current.

To that end, we are proposing several changes in our administration of projects and the assembling of assessment information;

- We will be forwarding a request to all of our districts inviting them to have their buildings reassessed using the new assessment tool. This information will then be used to update our master list of building conditions.
- We will require that every building renovation project that is established by the submission of a BG-1 have the building assessed at the beginning of the project and at the end. The Architect shall use the new assessment tool and submit the first review with the Schematic Design and the second review with the submission of the BG-4.
- We will strive in our office to update the master list on a weekly basis using the information provided by our Architects.

Your service in this effort cannot be overstated or minimized. You are the key. We are relying on your honest and fair assessment of our facilities to provide a database that, in a meaningful way, accurately assesses our building conditions. Without your help we cannot hope to respond to the task at hand and we cannot begin to thank you enough for your assistance.

Once again, thanks for your help and consideration. If you have any questions, please do not hesitate to contact Greg Dunbar or myself at 502-564-4326 or e-mail us at tim.lucas@education.ky.gov; greg.dunbar@education.ky.gov.