

FACILITIES DEVELOPMENT

Capital Improvement Planning

The Board of Director's policy is to provide a systematic and comprehensive planning process for the development of facilities to meet the capital needs of Excelsior Charter Group. The Board of Director's obligation is to provide facilities of the kind and size that will best support and accommodate ECG.

When the Board of Directors deems necessary, the Board of Directors may obtain assistance in analyzing the ECG's capital needs. Such assistance may be in the form of an appointed advisory group representing the full complement of community interests and/or hiring professional consultants, as the Board of Directors determines in its sole discretion.

Chief Operations Officer's Report

The COO or designee shall present to the Board of Directors as needed a multi-year Capital Improvement Program which will include recommendations regarding timing, location, costs and savings associated with new building requirement and restoration and renewal. The COO's report will:

1. Provide an assessment for all facilities related to building renewal, reconfiguration or expansion.
2. Identify interim and long-term options that address the identified needs.
3. Articulate a rationale for recommended solutions.
4. Provide a detailed scope of work (e.g. number of offices, extent of building system improvements) for each recommended project.
5. Provide a cost estimate for each recommended project that achieves compliance with approved local agency. This estimate will include all project costs (e.g. architect/engineering fees, project management, hazardous material abatement, installation of technology infrastructure, contingency, equipment).

Board of Directors Action

The Board of Directors shall review and approve all architect/engineer contracts, schematic and final building plans, and construction/renewal contracts for all projects. For each capital project, the Board of Directors shall receive an updated project budget for approval at the time of construction contract award. In addition, the Board of Directors shall receive periodic written reports on the physical and fiscal progress of all funded projects in the Capital Plan.

Facilities Development

It is the policy of the Board of Directors to provide facilities which offer safe, comfortable, accessible, efficient, and attractive spaces to accommodate and facilitate the organizational pattern that supports ECG.

It is the policy of the Board of Directors to develop specifications for new buildings and those undergoing extensive remodeling with a high level of input from the full staff and the community.

It is the policy of the Board of Directors to provide for the systematic maintenance of major and critical building infrastructure components.

It is the policy of the Board of Directors to provide for the systematic renewal of ECG facilities.

It is the policy of the Board of Directors to use building design and construction that will provide decreased maintenance costs and the conservation of energy, consistent with current and future budgetary considerations. The following factors will also be given special consideration.

Each ECG building will have:

1. Safe, effective and efficient mechanical systems, including electrical, plumbing, wiring, ventilation, and air conditioning.
2. Sound structural elements including roof, doors, floors, walls, and windows.
3. Effective and efficient illumination.
4. Adequate space for all staff.
5. Infrastructure required to support administrative technology.
6. Full compliance with all current building safety codes at the time of construction or renovation.
7. Full compliance with the access requirements specified in the Americans with Disabilities Act.

Naming/Dedication of a Facility

The Board of Directors will determine, on a case by case basis, the appropriateness of naming or dedicating a portion of, or, the entire facility.

Tobacco-Free Center

The Board of Directors prohibits the use of tobacco products at any time in ECG-owned or leased buildings. (*Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083*)

This prohibition applies to all employees and visitors at any at any event held on or off ECG property. Any written joint use agreement governing community use of facilities or grounds shall include notice of the ECG tobacco-free policy and consequences for violations of the policy.

Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possession of prescription nicotine products.

Adopted: 03/13/18

Amended: 03/12/2019