

BBES District Strategic Plan
Action Plan #1: Years 2017-2022
Action Plan for Finance and Facilities

Primary Goal: Plan for cosmetic upgrades to hallways and stairwells
Secondary Goals/Objectives: Develop a five year plan to upgrade all three stairwells
 Develop a five year plan to upgrade all three hallways
 Develop a five year plan to paint classrooms

<u>Strategies/Action Steps</u>	<u>Responsibilities</u>	<u>Resources (including budget impact, if any)</u>	<u>Timeline</u>
<ol style="list-style-type: none"> 1) Identify and target hallway needs and upgrades within the current capacity of the maintenance department. 2) Identify up to three classrooms for painting. 3) Complete maintenance projects. 4) Identify and target stairwells for improvement based off of need. 5) Work with architect to develop bids for initial stairwell project. Included in project will be all necessary upgrades to the outside of the building to avoid reoccurring issues. 6) Accept bid for stairwell. 7) Identify and target hallway needs and upgrades within the current capacity of the maintenance department. 8) Identify up to three classrooms for painting. 9) Complete maintenance projects. 10) Complete initial stairwell project. 11) Work with architect to develop bids for second stairwell project. Included in project will be all necessary upgrades to the outside of the building to avoid reoccurring issues. 12) Accept bid for stairwell. 13) Identify and target hallway needs and upgrades within the current capacity of the maintenance department. 	<ol style="list-style-type: none"> 1) Identify and target hallway needs. 2) Identify and target classrooms for painting. Develop long range plan. 3) Develop and accept bids for multiple projects. 4) Ensure completion of projects in a timely fashion. Limit disruption to the school year. <p>Suggested Sources: Business Administrator, School Administration, Maintenance Department, School Architect, Facilities Committee.</p>	<p>Maintenance Staff Maintenance Supplies School Budget for both general maintenance, as well as for bid projects School Architect Outside Vendors</p>	<p>Phase 1 – Action Steps 1 – 3 June 2017 - December 2017</p> <ul style="list-style-type: none"> • June 2017, identify and target hallway needs and upgrades within capacity of the maintenance department. • June 2017, identify and target classrooms to be painted. • July – August 2017, complete all maintenance projects. <p>Phase 2 – Action Steps 4 – 8 January 2018 – June 2018</p> <ul style="list-style-type: none"> • January – March 2018, identify and target stairwell for improvement. • April – May 2018, Work with architect to develop bids. • June 2018, accept bid for first stairwell. • June 2018, identify and target hallway needs and upgrades within capacity of the maintenance department. • June 2018, identify and target classrooms to be painted. <p>Phase 3 – Action Steps 9 & 10 July 2018 – December 2018</p>

<p>14) Identify up to three classrooms for painting.</p> <p>15) Complete maintenance projects.</p> <p>16) Complete second stairwell project.</p> <p>17) Work with architect to develop bids for final stairwell project. Included in project will be all necessary upgrades to the outside of the building to avoid reoccurring issues.</p> <p>18) Accept bid for stairwell.</p> <p>19) Identify and target hallway needs and upgrades within the current capacity of the maintenance department.</p> <p>20) Identify up to three classrooms for painting.</p> <p>21) Complete maintenance projects.</p> <p>22) Complete final stairwell project.</p> <p>23) Work with architect to develop bids for any final hallway or stairwell not completed in the initial maintenance projects. Included in project will be all necessary upgrades to the outside of the building to avoid reoccurring issues.</p> <p>24) Accept bid for final project.</p> <p>25) Identify and target hallway needs and upgrades within the current capacity of the maintenance department.</p> <p>26) Identify up to three classrooms for painting.</p> <p>27) Complete maintenance projects.</p> <p>28) Complete final project.</p>			<ul style="list-style-type: none"> • July – August 2018, complete all maintenance projects. • July – December 2018, complete the first stairwell project and any necessary work to outside of building associated with this work. <p>Phase 4 – Action Steps 11 – 14 January 2019 – June 2019</p> <ul style="list-style-type: none"> • January – March 2019, identify and target stairwell for improvement. • April – May 2019, Work with architect to develop bids. • June 2019, accept bid for second stairwell. • June 2019, identify and target hallway needs and upgrades within capacity of the maintenance department. • June 2019, identify and target classrooms to be painted. <p>Phase 5 – Action Steps 15 & 16 July 2019 – December 2019</p> <ul style="list-style-type: none"> • July – August 2019, complete all maintenance projects. • July – December 2019, complete the second stairwell project and any necessary work to outside of building associated with this work. <p>Phase 6 – Action Steps 17 – 20 January 2020 – June 2020</p> <ul style="list-style-type: none"> • January – March 2020, identify and target stairwell for improvement. • April – May 2020, Work with architect to develop bids. • June 2020, accept bid for third stairwell.
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Implications for Professional Development – None

Implications for Stakeholders – Facilities committee must be invited into this process and communication through each phase is mandatory. All community members must be made aware of the progress in proactive presentations. A minimum of one presentation per year for communication of information and updates as it relates to completion.

Review Each Phase

- 1) Phase 1 – Identify and target classrooms for painting and hallway improvements by maintenance department. Complete projects.
- 2) Phase 2 – Identify first stairwell for improvement, develop and accept bids. Identify and target classrooms for painting and hallway improvements by maintenance department.
- 3) Phase 3 – Complete projects. Complete first stairwell.
- 4) Phase 4 – Identify second stairwell for improvement, develop and accept bids. Identify and target classrooms for painting and hallway improvements by maintenance department.
- 5) Phase 5 – Complete projects. Complete second stairwell.
- 6) Phase 6 – Identify third stairwell for improvement, develop and accept bids. Identify and target classrooms for painting and hallway improvements by maintenance department.
- 7) Phase 7 – Complete projects. Complete third stairwell.
- 8) Phase 8 – Identify any stairwell or hallway needs for improvement, develop and accept bids. Identify and target classrooms for painting and hallway improvements by maintenance department.
- 9) Phase 9 – Complete projects. Complete final projects for stairwell or hallway improvement.