

## Information for Charter Schools

### Site, Facility, and School Codes

There are three codes associated with any school. The site code references the property on which an educational facility is located. Site codes are issued upon the completion of the site approval process. Once a site code is created, it will never change. Facility codes reference the buildings that are located on a site. Once a facility code is created, it will never change. A facility may house more than one school and/or program and therefore have multiple school and/or program codes connected to it. The school code references a school (instructional program) that is housed in a facility. The school code is used for most reporting functions. When a school changes grade configuration, it may be necessary to obtain a new school code.

### Waivers

Charter schools may waive certain portions of O.C.G.A. Section 20: School Law, Georgia Department of Education (GaDOE) rules, and GaDOE guidelines. Regulations concerning life safety cannot be waived and O.C.G.A. outside of Section 20 cannot be waived. When a law, rule, or guideline is waived, the benefits associated with that regulation are not available. If the charter school is housed in a facility owned by a school system, then facilities requirements such as classroom minimum square footage requirements cannot be waived.

### The following six requirements cannot be waived by a charter school:

#### 1. Site Approval

All school sites must be approved by the GaDOE Facilities Unit (FSU) before construction begins. For sites that already have a suitable facility, the site approval must occur three months before the opening of the facility by the charter school. Information about the process to obtain site approval is under the Educational Facility Site section on the Facilities Resources Web Page of the GaDOE website. Existing school sites where the facility has been closed must have that site reapproved before the facility is reopened.

After site approval is issued, a site code will be assigned to that site. The FSU will also issue a facility code to facilities (for facilities that do not already have a facility code). Once a facility code is issued, then System Charters will then have their school system to request a school code for the charter school. State and Commission Charters will have the school code assigned by GaDOE FSU.

The site code references the land on which a school facility is located. The facility code references the buildings on a site. The school code references the educational program and is used for various reporting functions.

## **2. Certificate of Occupancy**

All schools must have a current Certificate of Occupancy (CO) as an educational facility issued from the Authority Having Jurisdiction (AHJ) which may be the local Fire Marshall, the State Fire Marshall, and/or the Local Building Inspection Department dependent upon local ordinances and practices.

Any charter school located in the educational portion of a religious facility must have that portion of the facility re-inspected by the appropriate AHJ; correct any noted deficiencies sited in the report and maintain a copy of the report, repairs, and the approval of the AHJ of the corrected deficiencies.

No school shall be located in any public or private structure that has been closed and unoccupied for any length of time without re-inspection of that facility before students attend school in that facility. A new site approval is also required.

## **3. Architectural Plan Submittal and Review**

The GaDOE FSU shall review all waivers of rules in the charter school's charter in conjunction with submitted plans and specifications for the facility in which the charter school will be housed. The plans and specifications must be approved by the GaDOE FSU before a project is advertised for bid.

Architectural plans and specifications shall be submitted to the GaDOE FSU for the construction of any new facility, or addition, modification, or renovation to any existing facility. Each submission shall be accompanied by a Charter School Project Data Sheet (see the sample project data sheet at the end of this document). Charters that have waived facilities requirements still must submit architectural plans for review for life safety compliance.

Schools that will occupy facilities where no construction is required for the operation of the school shall have a set of As-Built floor plan drawings submitted to the GaDOE FSU before a facility code will be issued.

Architectural plans shall be submitted in three stages: preliminary, check set, and final plans and specifications. Under certain circumstances, less than three submittals are permissible as stated in GaDOE Rule: *Guideline for Submission of Documents for Review of Planning, Bidding, and Construction of Educational Facilities*. The GaDOE FSU shall review and respond to each submittal in writing, approving or not approving (with comments) the submittal. All plans and specifications submitted to the GaDOE FSU must be prepared by a licensed architect or engineer in accordance with Title 43 of Georgia Law.

Facilities that house a middle and/or high school may contain Career Technical and Agriculture Education (CTAE) labs. If an application is made to CTAE for an equipment grant for a CTAE lab, the lab must meet the minimum square footage requirements to be eligible for the grant. (See: *Guideline for Educational Requirements for Facilities*)

#### **4. Building Construction Codes**

The construction of any educational facility shall comply with those codes and ordinances governing construction in the jurisdiction where the work will be performed. Approval of any plans and specifications by the GaDOE FSU does not supersede those approvals required by any local, state, or federal AHJ.

#### **5. Public Works Construction Law**

The body of law contained in O.C.G.A. 36-91-20 et seq is referred to as the Public Works Construction Act. This law requires the public advertisement of all projects for construction over \$100,000 for any public building regardless of funding sources. Charter school boards should engage legal counsel prior to the bidding of any construction for their facility to ensure compliance based on the chosen construction delivery method.

#### **6. Asbestos Hazard Emergency Response Act (AHERA)**

The Asbestos Hazard Emergency Response Act (AHERA) went into effect in 1986. The Environmental Protection Agency (EPA) developed regulations to enforce this act. These regulations require each local education authority to develop operations and maintenance plans for managing asbestos in its facilities in order to sustain a safe and healthy environment of children. All elementary and secondary schools, public and private, must adhere to these regulations.

All schools are required to comply with AHERA. An excerpt from the federal law for AHERA is as follows. A complete copy of the law can be found at :

[www.epa.gov/asbestos/pubs/2003pt763.pdf](http://www.epa.gov/asbestos/pubs/2003pt763.pdf)

**Materials in Schools** Source: 52 FR 41846, October 30, 1987 unless otherwise noted.

##### **763.80 Scope and Purpose**

(a) This rule requires local education agencies to identify friable and nonfriable asbestos-containing materials (ACM) in public and private elementary and secondary schools by visually inspecting school buildings for such materials, sampling such materials if they are not assumed to be ACM, and having samples analyzed by appropriate techniques referred to in this rule. The rule requires local education agencies to submit management plans to the Governor of their State by October 12, 1988, begin to implement the plans by July 9, 1989, and complete implementation of the plans in a timely fashion. In addition, local education agencies are required to use persons who have been accredited to conduct inspections, re-inspections, develop management plans, or perform response actions. The rule also includes recordkeeping requirements. Local education agencies may contractually delegate their responsibilities under this rule, but they remain responsible for the proper performance of those duties.

Additional links on the subject of AHERA:

<http://www.epa.gov/region2/ahera/e23.pdf>

Georgia Department of Education

Brad Bryant, State Superintendent of Schools

<http://www.epa.gov/region2/ahera/ampauditchecklist.pdf>

**Written correspondence to the GaDOE FSU should be mailed to:**

Georgia Department of Education

Facilities Services unit

205 Jesse Hill Jr. Drive SE

Twin Towers East, Suite 1670

Atlanta, GA 30334

# CHARTER SCHOOL PROJECT DATA SHEET

charter school name

address

city, state, zip code

phone:

fax:

email:

charter school contact person name

address

city state zip code

phone:

fax:

email:

Date:

## CHARTER SCHOOL TYPE

Elementary **K-5**

Middle School (**6 - 8**)

High School (**9 - 12**)

FTE count \_\_\_\_\_

FTE

Count \_\_\_\_\_

FTE

Count \_\_\_\_\_

Other (describe)

## SITE DATA

Site size (acreage) \_\_\_\_\_

Site

Code \_\_\_\_\_

Facility

Code \_\_\_\_\_

*If you have not been issued a site code and facility code, do not submit drawings for review.*

## CONSTRUCTION DATA: Check all that apply to your project.

New Construction (new facility)

Renovations (to existing facility)

As-Built (no construction)

  
  

New Construction

( addition)

Modification (to existing facility)

Other (write or attach explanation)

## Construction Delivery Method *check only one*

Design/Bid/Build

Design/Build

Construction Manager@ Risk (CM @ Risk)

Print name Charter School Principal or Board Chair above

*If the construction delivery method chosen from the above types is changed after the submittal of this form or anytime prior to the project's construction, please notify GaDOE FSU immediately in writing, on the charter school's letter head,*

**Construction Schedule**

Anticipated Construction Start Date:  
Anticipated Construction Completion Date:  
Anticipated Date of Occupancy:

**PLAN REVIEW AND SUBMITTAL** *check submittal type that applies* GaDOE Form 2010-78 Part One

<p><b>Preliminary Review Submittal</b></p> <p><input type="checkbox"/> Initial Review</p> <p><input type="checkbox"/> First Re-submittal</p> <p><input type="checkbox"/> Second e-Submittal</p> <p><input type="checkbox"/> Re-Submittal of CTAE Labs only</p>	<p><input type="checkbox"/> <b>Check Set Review Submittal</b></p> <p><input type="checkbox"/> Initial Review</p> <p><input type="checkbox"/> Second Re-Submittal</p> <p><input type="checkbox"/> Re-Submittal of CTAE Labs only</p>	<p><input type="checkbox"/> <b>Final Review Submittal</b></p> <p><input type="checkbox"/> Initial Review Submittal</p> <p><input type="checkbox"/> Second Re-submittal</p>
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<p><b>Media Center</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>As part of the Preliminary submittal Submit:</p> <p>One 1/16 inch scale overall floor plan. One 1/4 inch scale or larger drawing of Media Center Show all equipment,(tables, chairs, computers.)</p>	<p><b>Cafeteria</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>As part of the Preliminary Submittal submit:</p> <p>One 1/16 inch scale overall floor plan One 1/4" scale or larger floorplan of the Cafeteria. Show all tables and chair for dining. List the net square footage of the Cafeteria on the drawings</p>	<p><b>Kitchen</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>As part of the Preliminary Submittal Submit:</p> <p>One 1/16 inch scale overall floor plan One 1/4 inch scale or larger floorplan of kitchen, show all equipment and include the kitchen equipment list. Include the net square footage of each space in the kitchen area.</p>
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**CAREER TECHNICAL AGRICULTURAL and EDUCATION**  
*Select all that applies to you facility.*

**CTAE LABS**

Agri-Science  Professional Foods

<input type="checkbox"/>	Business
<input type="checkbox"/>	Marketing
<input type="checkbox"/>	Family and Consumer Science
<input type="checkbox"/>	Horticulture
<input type="checkbox"/>	Information Technology
<input type="checkbox"/>	Early Childhood Education
<input type="checkbox"/>	Automotive Service Technology
<input type="checkbox"/>	Manufacturing Technology
<input type="checkbox"/>	Broadcast Video
<input type="checkbox"/>	Construction Technology
<input type="checkbox"/>	Drafting and Design Technology
<input type="checkbox"/>	Graph Arts Technology

<input type="checkbox"/>	Heating, Ventilation, AC, and Refrigeration
<input type="checkbox"/>	Health
<input type="checkbox"/>	Occupation
<input type="checkbox"/>	Middle School Technology
<input type="checkbox"/>	High School Technology
<input type="checkbox"/>	<i>other</i>

For square footage size of labs refer to the GaDOE Square Footage Guideline of the GaDOE Website on the Facility Services webpage.

For each lab type selected, submit one overall floor plan of the proposed lab and one larger scale drawing of the lab. Show all proposed equipment for each lab.

For accepted and approved lab layouts, refer to the GaDOE website, and the Career Technical Agriculture and Education webpage.

Contact the GaDOE Facility Service Unit as 404-656-2454 for further assistance .

Mail submittals to :

Georgia Department of Education  
 Facility Services Unit  
 Twin Towers East, Suite 1670  
 205 Jesse Hill Jr. Drive  
 Atlanta, Georgia 30334