

Construction Timeline Consideration

School Name

Email

Phone Number

Pre-construction - Prior to purchase of land or school contract

- Analyze current utilities access to the site (power, sewer, water and phone as well as fiber-optic cable for mandatory state online testing). Begin work with utility providers to ensure timely access for the school.
- Traffic study/analysis with necessary follow-up coordination with impacted government entities to ensure sufficient road access/construction timelines.
- Ensure completed purchase contract of property (contract between builder and land-owner)
 - Ensure local municipality or city has reviewed and approved the project within their limits of authorization
- Complete construction design plans and incorporate into a final design. The following plan reviews need to be completed prior to construction:
 - Complete plan review by certified plans examiner
 - Ensure kitchen layout is complete and submitted for approval of Health Department
 - Structural Peer review of plans
 - Energy Code Review
 - State Fire Marshal review of plans
- Complete final architectural designs with spec book finalization.
- Complete USOE and State Charter Board authorization forms to begin construction. (done in November)

- Ensure Builder has completed construction financing – ensure this is documented and school is provided verification.
 - Begin excavation of site
 - Ensure footings are poured no later than February 2021.

Building Officer to monitor construction weekly, submit formal SP-8 reports to the State monthly starting at the beginning of construction.

- Building Officer must be an employee of, or member of the Board – independent of all possible conflicts with Builders, Financiers or others.
- Building Officer should personally complete SP-4, SP-5, SP-8's, SP-9, SP-10 and SP-11.
- Building Officer should be recipient of the regular inspection reports and should monitor construction progress with all parties.

Spring 2021

- Design and Bid out Security System
- Design and Bid out PA system
- Select Security System

- Begin researching playground equipment and other exterior elements (bike-racks, benches, playground floor material, etc.)
- Create and submit contingency plan to State in case of delayed facility completion.
- Ensure necessary classroom, kitchen, playground equipment & playground equipment have been ordered

Summer 2021

- Ensure relevant government entities have school zone signage completed, or on track to be completed by date of occupancy.
- Landscape should be completed this month (8 weeks prior to occupancy).
- Finalize installation of security system, phone system, internet and intercom/PA.
- Obtain identified space within the building to begin housing necessary classroom materials and begin delivery (desks, chairs, etc.)

August 2021

- Obtain Occupancy Permit for the building – ideally no later than 8/1. Begin the following:
 - Student Testing & Assessment
 - Teacher room prep
 - Assembly and distribution of desks, chairs, filing cabinets, shelves, etc.

Begin classes!