

## IMPROVEMENTS TO BUILDINGS, GROUNDS, AND FACILITIES

Originated with Buildings and Grounds Committee  
Proposed to Executive Committee: 11/9/00, 4/12/01, 5/10/01  
Approved at Full Board First Reading: 6/28/01  
Adopted at Full Board Second Reading: 10/25/01

### POLICY

1. Thetford Academy's buildings, grounds, and facilities shall be well maintained in a functional, safe, and attractive manner.
2. Long range and strategic plans of the Board of Trustees of Thetford Academy shall address the larger needed improvements in the buildings, grounds, and facilities of the campus.
3. All changes to the buildings, grounds, and facilities of Thetford Academy, other than maintenance, shall be approved before construction is begun.

### PROCEDURE FOR APPROVAL

1. Written proposals are required for all structural or landscaping improvements/ changes to the campus, other than maintenance. Proposals shall provide sufficient drawings, specifications, and detail for adequate presentation and implementation.
2. All proposals for improvements shall be forwarded to the Head of School.
3. The Administrative Team will review all proposals not included in strategic or long range plans and, when satisfied, report its recommendations in a timely manner to the Buildings and Grounds Committee of the Trustees.
4. The Buildings and Grounds Committee will review forwarded reports on proposals and, when satisfied, report its recommendations/ actions to the Executive and Finance Committees of the Trustees.
5. The Finance Committee will review the cost and budget implications of forwarded proposals, and once satisfied, take action. Approval of all projects shall include funding approval.
6. Approval of the Executive Committee will be required for all proposals with a significant visual or functional impact on the campus.
7. Approval by the full Board of Trustees will be required for all improvements not

included in strategic or long range plans, and with a cost exceeding \$20,000

8. Approved projects will be forwarded to the Head of School for implementation.

9. Approved plans, drawings, and other specifications of Thetford Academy will be maintained by the Director of Plant Operations, available for reference or review, as necessary.