

XI. Performance Specifications

Per ARS§41-1091 B: This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under ARS§ 41-1033 for a review of the statement.

A. PURPOSE

This policy is established to bring consistency in projects funded by the School Facilities Division (Division) as a direct response to the Auditor General's Sunset Audit Review of the Arizona School Facilities Board. The Division directly funds projects for the Building Renewal Grant funds and the Emergency Deficiencies Correction fund. The School Facilities Oversight Board (Board) directs the Division to distribute monies from the New School Facilities fund.

B. POLICY

This policy is to establish the minimum system standards and performance of each building system described in this section. Each section shall be reviewed no longer than five years after a system section has been adopted by the Board. This review is to ensure that the specifications for these systems maintain currency. The elements of the specifications that have costing information may be reviewed more frequently to ensure the relevance of these costs to assist the Division and Board in establishing project funding and aggregate funding data for both the Executive and Legislative Branches of the Government.

C. RESPONSIBILITY

Responsibility for the enforcement of this policy lies with the Assistant Director of the Division and with the Board.

D. PROCEDURES

1. Format of the Performance Specifications: The performance specifications format will follow the 50 division Construction Specification Institute (CSI) MasterFormat™. An introduction page for a specific building system may be included to help in the application and interpretation of that particular building system performance specification.
2. Phase-in of Specifications: Each building system section of these specifications will be phased in over a period of time as they are being developed and will establish a staggered review schedule as noted below.
3. Initial System Specification Development Process: Each section shall initially be developed by a stakeholder group made up of members from School Districts, Professionals, Installers, and Manufacturers. This will be followed by an internal review by the Division, after which the specification section(s) will be presented

to the Board at a regularly scheduled meeting. After the first presentation to the Board, a public comment period will follow to gain public input on the specifications that are being proposed for adoption. This process will conclude at the next regularly scheduled Board meeting after the Board decides to adopt the presented section(s) of the performance specifications.

4. Specifications Application: Once adopted by the Board, the specifications will be applied to all funded projects regardless of what program the project is being generated from. Districts shall be encouraged to adopt the same performance specifications for locally funded projects.
5. Update Review of Building System Specifications: At an interval not to exceed five years, each building system specification must be reviewed by a stakeholder group consisting of School Districts, Professionals, Installers, and Manufacturers and revised to adjust for current advancements in the building system(s). A report will be made to the Board after the review is complete and the Board will be informed if the section(s) required updating. If updating is required, the updates will be presented to the Board, followed by public comment, and final adoption in accordance to the process defined in the “Initial System Specification Development” stated previously.
6. Specification Refinement Process: If for some reason a specification section(s) needs refinement prior to a scheduled updated review, then the section(s) may be brought before the Board for the needed refinement(s). The process used to refine any specification section(s) shall follow the process defined in the “Initial System Specification Development” stated previously.

E. RIGHT TO USE, DUPLICATE, AND DISCLOSE

The Division and the Board may duplicate, use, and disclose in any manner and for any purpose whatsoever, within the limits established by Federal and State laws and regulations, all information relating to these Terms and Conditions.