

**DUVAL COUNTY PUBLIC SCHOOLS**  
**OPERATIONS - FACILITIES**  
**Modifications to School Facilities Checklist**

1. All improvements to buildings or grounds shall meet the rules of the Department of Education's State Requirements for Educational Facilities - (SREF) and the latest edition of the Florida Building Code.
2. Requests for approval for improvements or modifications must be directed in writing by the building principal to the Chief Operating Officer, for evaluation and approval prior to beginning any construction.
3. No costs shall be encumbered by the Duval County Public Schools. Furnish pertinent information on funding of the project.
4. Work may require plans and specifications signed and sealed by an architect or engineer registered in the State of Florida.
5. Design drawings, site location drawings and specifications shall be developed sufficiently for review by Facilities.
6. Accurate site plan layout shall be provided for all recreational additions.
7. Freestanding sign construction details shall include baseplate and foundation design, by a licensed professional architect or engineer.