



New Construction

The Park West School Board shall employ a registered architect to design the plans of each proposed building, building addition or extensive renovation. In selecting architects, the following criteria shall be considered:

1. Experience in school construction.
2. Previous experience of the Division with the firm(s).
3. In special situations, such as facilities for the handicapped, evidence of relevant experience.
4. Creative design ability.
5. Technical knowledge to control the design so that the best results are obtained for the least amount of money.
6. Executive and business ability to oversee the proper performance of contracts.
7. Proven ability in all of the major phases of planning and construction: pre design planning, schematic design, design development, bidding and construction.
8. Ability and temperament to work cooperatively with others; willingness to consult with staff on educational specifications.
9. Extent and experience of architectural staff in relation to the scope of the planned project.
10. When building additions are planned the architect who designed the original building shall be considered.

The architect shall be selected by the Board on the basis of the above criteria.

Park West School Division will consider barrier-free access and universal design when planning new construction or significant renovation.

To ensure that all new facilities are designed to best implement the educational program, the Superintendent/CEO shall provide for the development of detailed educational specifications to apply to the design and construction of new buildings. Upon Board consideration and approval, the specifications shall be presented to the architect.



In developing specifications, the Superintendent/CEO shall draw on recommendations of citizens' committees, the professional and support staffs, students and student groups, and community organizations.

The specifications shall include:

1. Information concerning the plan of school organization and estimated enrollment in the proposed building.
2. A description of the students to be served.
3. A description of the proposed curriculum and the teaching methods and techniques to be employed.
4. A schedule of space requirements, including an indication of relative locations of various spaces.
5. A preliminary layout of special areas and the equipment needed for such areas.

The Board expects the resulting document to serve two purposes: (1) Clarify and consolidate the thinking of the administration, the Board and the community on the needs, desires and objectives of the educational program to be conducted within the proposed new building; (2) Organize this important information in a manner than can be easily and clearly interpreted by The Public School Finance Board and the architect.

Site Acquisition

With the exception of outright contributions of land on which there are no encumbrances, such properties shall be obtained by outright purchase after careful study to determine the equity of the price. Sites shall be large enough to support all anticipated needs. Consideration shall be given in site selection to include topography, proximity to housing areas bus routes, the cost of development and the cost of construction in relation to topography. Contributions of undesirable sites, if accepted, shall be without obligation.

Supervision of Construction

The Park West School Board believes that continual supervision of construction is necessary to ensure quality construction. Therefore, the Superintendent/CEO or designate, is responsible for reviewing activities relative to building construction. This review will include inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the



division. The Superintendent/CEO, or designee, will make periodic reports to the Board regarding the work of the construction contractor and the architect.

Naming Facilities and Dedications

It is the responsibility of The Park West School Board to determine the name of all school plants and facilities as they are built. The Board will solicit and accept input from the public, but reserves the right to make the final decision. Once built and named, the School Board may dedicate portions of a building in honor of an individual.

Any sponsoring group that requests markers, plaques, portraits, or other designations be placed in the school in recognition of the party for whom the school or a portion of the school is named will pay for all expenses related to such markers, portraits, or other designations. The Superintendent/CEO must approve all markers, plaques, and portraits before they are placed in a building or on division property. The CEO must insure provincial legislation in this regard is followed.