

## ***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 occurring in all SFB programs as a direct response to the Auditor General's Sunset Audit Review of the Arizona School Facilities Board.

### **B. INTRODUCTION**

The goal of the performance specifications included as part of this policy section is to bring continuity to the delivery of systems that is being funded by the SFB in both aspects of school facilities, i.e. new construction phase and building renewal phase, regardless of the specific SFB program delivery method.

### **C. 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 three 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 SFB in establishing project funding and project aggregate funding data for both the Executive and Legislative Branches of the Government.

### **D. RESPONSIBILITY**

Responsibility for the enforcement of this policy lies with the Office of the Director and the School Facilities Board.

### **E. PROCEDURES**

1. **Format of the Performance Specifications:** These 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 separate 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 SFB, after which the specification section(s) will be presented to the Board for the first time 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 SFB 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 three 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 that 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.

**F. RIGHT TO USE, DUPLICATE, AND DISCLOSE**

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.