



Provo City School District

Policy Series: 6000 Finance and Operations

Policy No. 6811

Building and Facilities

Definitions:

The Provo City School District Board of Education has sole statutory authority and responsibility to approve new facility construction, building renovation, capital facility projects, and bond issuance in Provo City School District.

The Board is committed to student safety, cost efficient use of public funds, and design standards that reflect current teaching processes and efficient service areas in construction, renovation and maintenance of facilities. The Board recognizes capital facility requests may originate from individual schools or departments. All capital projects over \$50,000 will be approved by the District Facilities Committee, composed of board members and District administration.

The Board authorizes the Superintendent, Business Administrator and District Administration to work with the Facilities and Maintenance Department to review other small facilities requests under the \$50,000 threshold.

School districts in Utah are required to make sure all projects follow school safety standards ([HB84– 2024](#)) and state building code specific to school districts. The Facilities and Maintenance Department has the responsibility to make sure all projects, large or small, are compliant with state building and fire codes. Available budget does not guarantee or assume approval.

District facilities include all indoor and outdoor spaces occupied by buildings, students or employees.

Work Orders:

All maintenance and facility requests must be entered into the district work order system. Materials or bids must not be acquired until work order is approved. This includes requests for repairs or maintenance and requests for any other facility upgrade or change. Any communication regarding requests will be entered into the work order system to enable review of status and assignment.

Work orders for new requests will include information about location, justification, and funding sources.

The District Facilities and Maintenance Department will respond to all work orders within five (5) business days. Work orders not completed or in process will be reviewed regularly by District administration and Facilities and Maintenance for necessity and importance.

Legal References:

[HB84– 2024](#)

Board Approved: May 13, 2025