

A Guide for School Architects and School Administrators Dealing with School Plants
(Governor James F. Byrnes papers, SCDAH, State Agencies, Education Finance
Commission)

In order that the State Educational Finance Commission may be of the greatest possible assistance in securing for the local school board the most school plant for the amount of funds to be expended it is suggested that the following steps be considered:

1. School sites must be approved in writing by the State Educational Finance Commission before actual drawing is begun on a new plant, or an addition to an existing plant.

2. All plans for new school plants or additions shall be drawn by architects registered to practice in the State of South Carolina unless written permission is given by the Commission for each project.

3. Plans must be approved in writing by the State Educational Finance Commission before a school board may advertise for bids. Plans to be approved should be developed as follows:

1. The preliminary plans shall contain:

- (a) A sketch showing main approaches to site giving name of street or highway.
- (b) A topographical plot plan showing ten feet contour intervals, proposed driveways, walkways, and service entrances. All existing buildings shall be shown and the elevations of floor levels should be indicated; also, existing trees, the location of true north, and the position of all utility lines. Scale not less than 1/50 inch equals one foot.
- (c) Plans, elevations, sections, schedules.
- (d) Plans of all floors, scale not less than 1/8 inch equals one foot.
- (e) At least two elevations showing all finish materials. Scale not less than 1/8 inch equals one foot.
- (f) Cross section through typical wings, and longitudinal sections through auditoriums and gymnasiums showing structural details, ceiling heights, window heights, and types of opening sash. Scale not less than 1/4 inch equals one foot.
- (g) Lay out studies of furniture, showing at least one typical classroom and any special rooms such as cafeterias, home economics, science rooms, kitchens, and vocational shops.
- (h) A basic description of materials to be used.

2. Final plans:

After preliminary plans have been completed and approved by the local school board and the State Educational Finance Commission, the architect is authorized to proceed with working drawings. These working drawings, with specifications, are submitted to the State Educational Finance Commission for study and if found

in line with approved preliminaries, the final approval is issued by the State Educational Finance Commission.

4. Application for approval of final plans and specifications shall accompany the final plans and specifications when sent to the office of the Educational Finance Commission.

5. Approximately ten days should be allowed for the examination and processing the approvals on both the preliminary as well as final plans and specifications submitted to the Educational Finance Commission. Advertising for bids shall not be permitted until written approval is received. The architect will be notified by letter of action on plans with copies to the school administrative head, the county superintendent of education, and/or the secretary of the school board of the local school.

6. Plans are approved for a particular project. No blanked or general approval of a set of plans and specifications will be given.

7. No deviations from the plans as approved shall be allowed without the approval of the State Educational Finance Commission in writing.

8. Attention is hereby directed to all school board members to Section 5370 of the 1942 School Laws of South Carolina which states in part that “it shall be unlawful for any school trustee to make any contract, or be pecuniarily interested, directly, in any contract with any school district of which he is trustee.”

9. All construction work exceeding \$12,500 shall be done by contractors licensed to operate in the State of South Carolina. All construction work exceeding \$5,000 done by contractors must be covered by a surety bond as a guarantee of faithful performance of the contract obligations.

10. It shall be the duty of the trustees of the school district, or in case of a county unit, the county board of education, to forward immediately upon awarding any contract, a true copy of the contract, properly signed, to the State Educational Finance Commission.

11. Any remodeling, modernizing, or rehabilitating of school buildings other than normal maintenance shall be approved by the State Educational Finance Commission before work is contracted or begun. To receive consideration it is necessary to submit the following:

- (a) a dimensional sketch of work to be done.
- (b) specifications of material to be used.
- (c) the contract for any work under this category shall follow rule #9.

12. The powers, duties, and responsibilities of the schoolhouse planning section of the State Department of Education was transferred to the State Educational Finance

Commission, and it is necessary that all plans and specifications shall be submitted to the State Educational Finance Commission before any building can commence whether the buildings is financed in whole or in part by the local school unit.