




Policy and Procedures for:
New Construction, Renovation and
Maintenance Projects
And
Environmental Health and Safety Review



Business Manager Meeting
March 5, 2009





Policy and Procedure for :New Construction, Renovation and Maintenance Projects

Purpose –

- Provides a systematic process for completion of capital projects
- Establishes roles and responsibilities from concept through completion of capital projects
- Presents guidelines for fiscal compliance
- Ensures good stewardship practices



Definitions

Ordinary Repair and Maintenance

- Ordinary Repairs and Maintenance - All expenditures under \$5,000 used to repair and maintain the church buildings, furnishings, or grounds, such as expenditures for general carpentry work, electrical repairs, plumbing, exterminating, painting, replacements, minor roof repairs, etc

Ordinary repair is subject to Cathadromatic Tax



Definition

Extraordinary Repair

- Extraordinary Repairs - Major replacements are those that occur infrequently, but are nevertheless caused by normal wear and tear and cost \$5,000 or more, e.g., roof replacement, parking lot, extensive electrical repairs, etc. Expenditures under \$5,000 should be recorded in a/c 5020 Ordinary Repairs and Maintenance.

Exempt from Cathadromatic Tax



Definition

Capital Expenditure

- Capital Expenditures - Property, Plant, and Equipment - Expenditures of \$2,500 or more for the purchase or construction of fixed assets such as land, buildings, machinery, equipment, furniture and fixtures. Expenditures under \$2,500 should be entered in Non-Capitalized Equipment.

Exempt from Cathadraticum Tax



Capital Projects will be identified under one of four categories

- Category I
- Category II
- Category III
- Category IV



Project Category Type I

- Category I -
 - All Projects involving:
 - Environmental issues
 - Liturgical space
 - Structural components or roofing projects

Examples: asbestos projects, underground storage tanks, changes to the Sanctuary , replacing a roof



Project Category Type II

- Category II -
 - Projects that are less than \$30,000.
 - Do not include Category I projects

Examples: Replacing: carpet, paint, air-conditioning or heating systems



Project Category Type III

- Category III -
 - Projects with a total cost between \$30,000. And \$300,000.

Examples: Parking lot additions, minor renovations, replacing large heating or cooling systems.



Project Category Type IV

- Category IV -
 - Projects with a total cost exceeding \$300,000.

Examples: New Construction or Major Renovations



Roles and Responsibilities

- Parish / School
 - Project Champion – Initiates ideas / projects
 - Request permission from Bishop and Cardinal
 - Determines scope of project / fund raising
 - Establishes a Project team along with Financial and Building Committees to oversee the project
 - Participates on the architectural selection committee
 - Presents projects to the Archdiocesan Building Committee
 - Prepares required financial reports



Roles and Responsibilities

- Division of Facilities Management
 - Supports the Parish/ School as advisors and consultants
 - Provides approved vendors
 - Selects Architects or Planners for Master Planning phase
 - Provides a project manager for each project
 - Solicits bids from 3 architects for capital projects to be interviewed by the architectural selection committee
 - Manages the project in accordance with policy



Financial Policies

- Must have 50% cash on hand for total project cost prior to construction
- Must have four months of operating cash on deposit in the Inter Parish Loan Fund
- Level of debt cannot exceed 35%
- New construction, renovation loan term is 10 years
- Must receive permission to run a capital campaign
- All projects over \$2 million or debt of \$1 million must be approved by Priest Consultants and BOFA



Good Stewardship Practices

- Master Planning
- Facilities assessments
- Hazardous material assessments
- Competitive Bids required for all projects
- Projects must use approved contractors
- Conflict of interest - policy



Environmental Health and Safety Review

- Asbestos
- Lead Based Paint
- Underground Storage Tanks
- Hazardous Communications – Right to Know



Asbestos

Federal Regulations

- EPA
 - NESHAPS
 - AHERA

- OSHA



National Emission Standard for Hazardous Air Pollutants (NESHAPS)

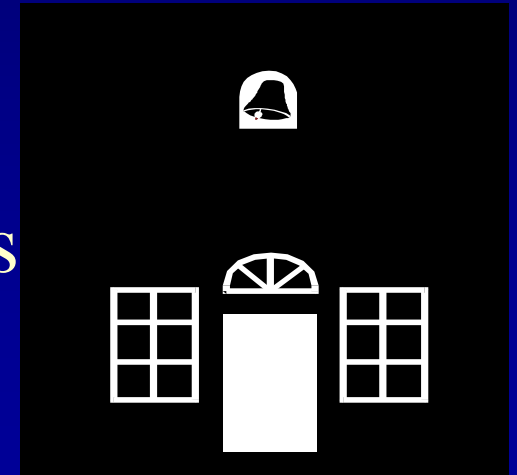
- Requires a thorough inspection for asbestos before renovation or demolition of buildings





Asbestos Hazard Emergency Response Act (AHERA)

- Required EPA to study asbestos in school settings
- Initial Inspection and Management Plan
- 6-month periodic surveillance
- 3-year re-inspection
- Notifications to teachers, parents & contractors





Hazard Communication for Asbestos

- Identification of Asbestos
 - Duty of Building Owner (could also be long-term tenant)
- Records
 - Keep and pass on to subsequent owners
- Notice to Housekeepers
 - Your own employees or Contractors
 - Notice of location of asbestos in areas where housekeepers will work if they are likely to disturb the asbestos



What do I need to do? Asbestos

- Identify asbestos in buildings. Update Inspection/Management plan if facility is a school.
- Have necessary labeling in place.
- Train employees who come into contact with asbestos.
- Don't start renovation activity until you know what you have.
- Notify contractors who may come in contact with asbestos.

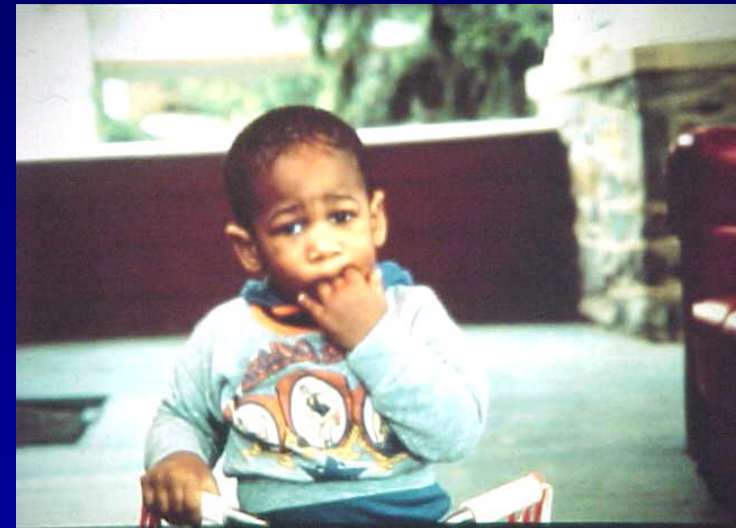


LEAD-BASED PAINT



Sources of Exposure to Lead

- Dust from Lead-based Paint
- Chips of Lead-based Paint
- Lead debris in soil
- Industrial emissions
- Pottery, crystal, glassware
- Different jobs & hobbies
- Contaminated water lines





Why an Owner May Need a LBP Evaluation

- Residential Leases
- Sale of building;
- Renovation of building planned;
- Insurance company requires it
- Daycares must have lead free certificate



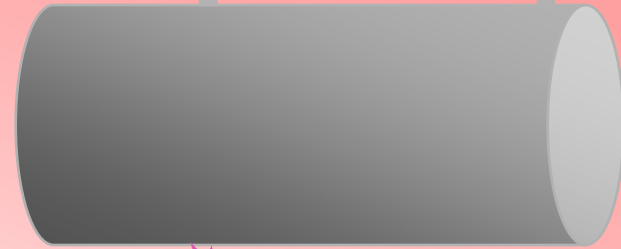
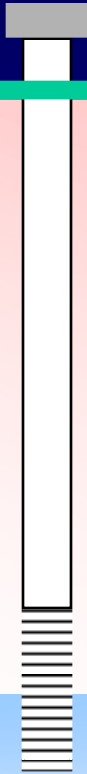
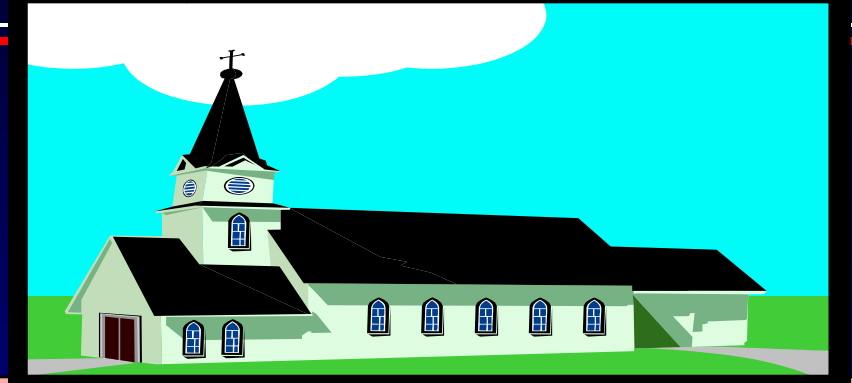
What do I need to do? Lead-Based Paint

- Conduct a Hazardous Material survey to determine if lead is present
- Ensure inspections have been performed for daycares and residential leases
- Identify lead prior to renovation activities and notify contractor of presence of lead.



Under Ground Storage Tanks (UST)

Why the concern with USTs?





UST Requirements

- New USTs (those installed after Dec. 1988) must be upgraded with the proper controls during installation
- USTs installed prior to 1988 were required to be upgraded by Dec. 1998, or else taken out of service.



Exemptions

- USTs less than 110 gallons
- Farm & residential tanks less than 1,100 gallons
- Septic tanks
- Tanks on or above the floor of a basement or other below-grade structure



What do I need to do? USTs

- Register with the State of Maryland
- Perform tightness testing
- Maintain documentation
- Perform good due-diligence if acquiring or selling land



Hazardous Communications Right to Know:

Goals

- Reduce risks involved with hazardous materials
- Transmit vital information to employees
- To encourage a reduction in the volume and toxicity of hazardous substances



What do I need to do? *Hazcom*

- Have a written program.
- Conduct an inventory of chemicals.
- Maintain Material Safety Data Sheets (MSDS) for each chemical
- Label all containers.
- Employees are trained to recognize, understand, & use MSDS.



- Questions and Answers



Division of Facilities Staff

Nolan McCoy – Director Division of Facilities
David Owens – Capital Projects Manager
Matt Regan – Capital Project Manager
Doug Johnson- Capital Project Manager
Bob Clancy - Facilities Project Manage
Hugh Andes– Facilities Project Manager
Myrtle Buchanan – Office Manager