

**CONNECTICUT STATE DEPARTMENT OF EDUCATION**  
**Division of Finance and Internal Operations**  
**Bureau of School Facilities**

**SCHOOL CONSTRUCTION PROJECTS: GUIDELINES FOR  
APPLYING FOR RENOVATION STATUS**

**PURPOSE:**

Section 10-282 (18) of the Connecticut General Statutes (C.G.S.) defines “Renovation” as *“a school building project to totally refurbish an existing building (A) which results in the renovated facility taking on a useful life comparable to that of a new facility and which will cost less than building a new facility as determined by the department, provided the school district may submit a feasibility study and cost analysis of the project prepared by an independent licensed architect to the department prior to final plan approval, (B) which was not renovated in accordance with this subdivision during the twenty-year period ending on the date of application, and (C) of which not less than seventy-five per cent of the facility to be renovated is at least thirty years old.”*

The purpose of this legislation is to support local decisions to renovate existing schools (or purchase and renovate existing buildings) whenever such options represent a cost effective alternative to constructing a new facility. The Department will use these guidelines to determine whether a project is eligible for designation as a “Renovation” project.

**GUIDELINES FOR ELIGIBILITY:**

In order to be considered a renovation as defined above, the following conditions must be met:

1. The applicant must make written application for such status.
2. (a) The applicant must have gone through a process of evaluating the proposed project compared to a new facility by providing feasibility study and cost analysis.  
(b) Professional estimates must be available to document that significant cost savings will result.
3. The entire facility must be brought into 100 percent compliance with all applicable codes (including handicapped accessibility) when the renovation project is complete. Partial renovations of an entire facility or complete renovations of a wing of a facility do not qualify

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### **GUIDELINES FOR ELIGIBILITY (continued):**

4. The renovation must incorporate education technology capability throughout the facility, as recommended in the *Guidelines for Technology Infrastructure in Connecticut Schools* (or other current Technology Infrastructure standards).
5. It must be determined by a structural engineer that the structural integrity of the original building has not been compromised and is adequate to provide for continued occupancy for a period of time comparable to that of a new facility.
6. A detailed report on all existing building systems must be provided, including finishes, roofing, plumbing, water supply, fire protection, HVAC, electrical systems, energy monitoring, communications and security systems. Signed professional opinions must be provided that all systems will have a useful life of 20 years (or that comparable to a new system if less than 20 years) following the construction project completion.
7. All new and replacement windows must be energy efficient.
8. The site of the existing facility must be central to the area served and adequate to provide the educational programs offered.
9. Any other analysis deemed necessary by the Department to properly evaluate the request must be provided

### **DETERMINATION OF ELIGIBILITY:**

Upon review of the materials submitted, the Division of Finance and Internal Operations will make recommendation to the Commissioner as to the project's eligibility for renovation status (allow 30 days).

The school district shall be notified in writing of the Commissioner's determination.

Note: Statements of compliance with requirement Nos. 3 through 7 must be signed and stamped by design professionals. Requirement No. 8 must be signed by Superintendent of Schools.