



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
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April 16, 2012
12-EUR-003

**MEMORANDUM FOR DISTRICT SUPERINTENDENTS
PRINCIPALS
DoDDS-E DIVISION CHIEFS**

SUBJECT: Guidance on Expenditures for Facilities Repair, Maintenance and Renovation in Schools Identified for Closure

As the transformation of U.S. Forces in Europe progresses, we can expect that some of our schools will be closed or will experience significant changes in student enrollment. In anticipation of ongoing requirements for facility renovation and maintenance during this period, the following guidelines are provided. These should be referred to during project reviews, prioritization, and facility investment decisions. Requests for exceptions to this guidance will be submitted to the Chief, Facilities Branch for review.

- A. The following work is authorized for schools scheduled to remain open less than 1 full school year:
 - a. Maintenance and repairs required to ensure safe and healthy facilities for students and staff
 - b. Maintenance and repairs required to ensure heating, lighting and ventilation for an acceptable learning and teaching environment
 - c. Routine grounds and playground maintenance
 - d. Recurring maintenance on critical mechanical and electrical systems

- B. The following work is authorized for schools scheduled to remain open for at least 1 full school year:
 - a. Maintenance and repairs required to ensure safe and healthy facilities for students and staff
 - b. Maintenance and repairs required to ensure heating, lighting and ventilation for an acceptable learning and teaching environment
 - c. Routine grounds and playground maintenance
 - d. Recurring maintenance on critical mechanical and electrical systems
 - e. Minor repair and installation of LAN drops and/or electrical outlets critical to support the education program

- C. The following work is authorized for schools scheduled to remain open for at least 2 full school years:
- a. Maintenance and repairs required to ensure safe and healthy facilities for students and staff
 - b. Maintenance and repairs required to ensure heating, lighting and ventilation for an acceptable learning and teaching environment
 - c. Routine grounds and playground maintenance
 - d. Recurring maintenance on mechanical, electrical, and other building systems
 - e. Repair and installation of utility infrastructure needed to support the education program
- D. The following work is authorized for schools scheduled to remain open for at least 3 full school years:
- a. Maintenance and repairs required to ensure safe and healthy facilities for students and staff
 - b. Maintenance and repairs required to ensure heating, lighting and ventilation for an acceptable learning and teaching environment
 - c. Routine grounds and playground maintenance
 - d. Recurring maintenance on mechanical, electrical, and other building systems
 - e. Renovation and installation of new features needed to support the educational program
 - f. Installation of new equipment that can be removed and re-used after the school closes
- E. The following work is authorized for schools scheduled to remain open for at least 5 full school years:
- a. Maintenance and repairs required to ensure safe and healthy facilities for students and staff
 - b. Maintenance and repairs required to ensure heating, lighting and ventilation for an acceptable learning and teaching environment
 - c. Routine grounds and playground maintenance
 - d. Recurring maintenance on mechanical, electrical, and other building systems
 - e. Renovation and installation of new features to support the educational program
 - f. Life cycle replacement of key infrastructure and building systems if determined to be more economical than continued repair and maintenance.



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cc:
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