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DATE: September 16, 2016
TO: Board of Trustees, and Dr. Karen Janney, Superintendent
FROM: Moisés G. Aguirre, Assistant Superintendent of Facilities & Operations
RE: **Draft District Design Standards and Technical Specifications**

The Office of the District Architect has continued to work on the development of District Design Standards and Technical Specifications. It is ongoing work, in order for our district to have a district-wide approach, as well as provide ongoing responses to the Proposition O Audit from last year.

At this time, the District Standards (including educational specifications) are a work in progress. The attached Volumes 1 and 2 are the draft Design Standards and Technical Specifications. Volume 1, the Design Standards, including educational specifications, is being reviewed by instructional staff of the district, as well as by the Maintenance Department, and the Planning and Construction Department.

Volume 2 contains the technical specifications. The current specifications used by the Maintenance Department use a numbering system that was updated in 2004 from a 5-digit code to a 6-digit code. One purpose of updating the Technical Standards is to convert the sections to the new 6-digit code system using the Masterformat® 2016 numbers and titles published by the Construction Specifications Institute. As sections are converted, they are submitted to the Maintenance Department for review.

The 9/15/16 version of the draft Design Standards and Technical Specifications will be submitted to the Citizens' Bond Oversight Committee (CBOC) for review.

Feedback from the various departments is in progress and comments will be incorporated in future updates.

MA/pw

If you have any questions, please feel free to contact me at
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