
SWING SPACE

Subject: Swing Space During Construction
Approval: Executive Staff
Code Section/Reference:
Owner: Planning

Policy Number: PL-15
Originally Issued: January 2010
Revised: December 2017

APPLIES TO

Projects with building renovations (i.e. CFAP, ELPP, or JVS)

Students and staff may have to be temporarily housed in a different location during the renovation process. In the planning stage of the project, the District and the Commission work to identify the need for this “swing space” and identify means to satisfy the need. The preferred option is to use existing buildings owned by the district. If additional space is required during renovation for swing space, an allowance to fund the provision of swing space will be added to the project budget.

The allowance for swing space is based on the cost of modular units of two classrooms housing 50 students. Swing Space Costs are calculated on a per unit basis for the lease and installation of each modular unit.

Modular units are but one way of addressing a district’s swing space needs. Often a district is able to identify other viable or even more economical swing space options. If the district identifies options other than the use of modulares, then it may request that the swing space allowance be applied toward the alternate swing space solution. The amount available for co-funding will be capped by the least cost feasible solution for the identified swing space for a given number of students over a given number of months. The co-funded project will contribute no more than the original swing space allowance. Costs in excess of the least cost solution must be a locally funded initiative (LFI).

Alternates to the use of modulares are subject to OFCC review and approval. The proposed swing space must provide an environment that supports education at least as well as modular classroom space. Factors to be considered include, but are not limited to: life safety items, classroom size, rest room facilities, adequate lighting, heating and cooling, phone and data connectivity, and quality of the finishes. The alternative space must satisfy Ohio Building Code requirements for educational occupancy.

Subject to the preceding requirements swing space may be provided via:

1. Leased or rented space
2. Build-out improvement to a non-classroom facility owned by the district

-
3. New construction which will not be used for K-12 instruction after the completion of the co-funded project.

If a district elects to provide swing space by means of either 2 or 3 above; then the district must enter a Memorandum of Understanding (MOU) with the OFCC. The MOU, indicating that the space will not be used for K-12 instruction following the completion of the co-funded project, must be approved by resolution of the district's Board of Education.

If a permanent facility is used for swing space, OFCC will provide funding based on the two-classroom modular funding model. For example, if the Master Facilities Plan contains funding for four modular units (8 classrooms) and the district only constructs six permanent classrooms, the allowance will be reduced to the funding for three modular units (6 classrooms). In no instance will the funding exceed the allowance allocated for modular units. Costs that exceed this allowance will be a locally funded initiative. New permanent space constructed for swing space use cannot be attached to the existing facility to be renovated or cannot be attached to any new space constructed under the co-funded project. This space is not required to be part of the LEED registered project.

The construction of a permanent facility for swing space should not delay or otherwise negatively impact the progress of the scheduled renovation of the school under the Master Facilities Plan. Since the need for the swing space is often at the very beginning of the renovation project, planning for swing space should occur early, preferably prior to project funding. If a district plan for a permanent swing space facility negatively impacts the renovation project, the cost of the impact will be estimated and become a locally funded initiative.

The construction manager or architect, as applicable, for the project will manage the funds devoted to the swing space. The swing space project should be bid separately and include costs such as utility branch service, site preparation and site lighting. Bid savings on the swing space will be apportioned the same as bid savings for any other project funded by both the co-funded project and the LFI portion. In cost overrun situations, the co-funded allowance will not be increased. The district is responsible for the soft costs (construction manager and architect fees) for any LFI portion of a swing space project when design or construction management services are provided by the construction manager or architect, as applicable, for the co-funded renovation project.