



**FACILITY SUPPORT OPERATIONS**  
MAINTENANCE - FACILITY MODIFICATIONS -  
CENTRAL SUPPLY & DELIVERY SERVICES

# Memo

**To:** All Principals, Program Directors, and Central Office Staff

**From:** Kenny Pedersen, Director of Facility Support Operations  
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**CC:** File

**Date:** February 06, 2023

**Re:** Required Procedures for Facility Improvements by Direct Contract or Volunteer Forces

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Following are the procedures for conducting enhancements/additions to buildings and grounds: All forces both in-house (site employees, teachers, T.A.'s, Sports Coaches, custodians, etc.), contracted and volunteer forces must comply with these requirements. At no time shall students be allowed to work on any project in any school.

1. The school principal shall submit a "Facility Modification Form" found on the "Maintenance/Warehouse" web site to the Director of Facility Support Operations completely filled out describing the modification(s) requested. This includes submission of a work order request via [SchoolDude.com@](mailto:SchoolDude.com@).
2. Upon approval by the Facility Support Operations Division specific directions required to proceed shall be issued to the principal i.e., requirements for engineered drawings, permits, utility location (both public and school owned utilities), and filing copies of all paperwork to the Facility Support Operations Division upon completion of all work.
3. All work affecting structural, electrical, plumbing, and HVAC systems shall be completed under the direct supervision of a licensed contractor, currently licensed in the State of North Carolina. The contractors shall follow all Federal, State, and Local building codes. Copies of the contractor's license shall be submitted to the Facility Support Operations Division to be placed in the project file.
4. For projects that require digging or trenching anywhere on school grounds you or your contractor/volunteer group **must provide at least 48 hour notice** to the **North Carolina One Call Center @ 1-800-632-4949** to locate all underground utilities (Sprint Telephone, Progress Energy, Spectrum Cable, NC Natural Gas, etc.), and 48 hour notice to School **Maintenance @ 728-6115** to locate all school system owned utilities in the area where digging and trenching will occur. For schools whose power is supplied by **Carteret-Craven Electric Cooperative** you must provide 48 hours notice by calling **247-3107**.
5. For projects requiring a building permit after each step of the installation your installer/contractor/volunteer group must contact the inspector for inspections i.e., he must inspect the footings before concrete is poured, electrical provisions, etc.
6. Upon satisfactory completion of the project the building inspector will issue a C.O. or certificate of occupancy. You must provide the Facility Support Operations Division with a copy of this document for addition to the project folder. A copy of any and all correspondence to/from the engineer, building inspector and anyone involved with the project should be sent to Facility Support Operations to be included in the project file for future reference.