

# Lutz Preparatory Schools, Inc.

## Board of Directors

### Facilities Committee

#### A. Committee Responsibilities and Guiding Principles

The Facilities Committee shall serve as a resource to the Administration and will report to the Board of Directors through the Facilities Chair Report.

#### Scope of Responsibilities

The responsibilities of the Facilities Committee are as follows:

- To regularly review the condition of the campus buildings, grounds, utilities and infrastructure to ensure their adequacy in supporting the mission and vision of the school.
- Evaluate space usage, logistics, and need as they relate to both current and future operations.
- Review all service contracts as they relate to need, scope, and long term value. Monitor the execution of these agreements and provide feedback as to their effectiveness.
- Make recommendations to the Finance Committee on proposed maintenance, operations, and future expansion budgets.
- Assist the Business Manager in carrying out all expenditures as they relate to the scope of this committee in accordance with the Procurement Policy approved by the Board. Assist in defining scope and developing communication to the marketplace. Assist in reviewing proposals to ensure that they are both complete and represent the best value.
- Assist the Business Manager in developing a plan of action and engaging the appropriate professionals in instances where code, health, or safety concerns are communicated to the Administration or the Board or discovered by this committee.

#### B. Goals & Objectives

Provide professional guidance to the Administration in the oversight, maintenance, and operations of the physical assets of Lutz Preparatory School in accordance with the mission and vision set forth by the Board.

#### C. Committee Members

- Daniel Abou-Jaoude (Chair)
- Rick Fourie
- Brian Hsi-Structural Engineer
- Jasmine Standford