

Space Expansion Request Guidelines

The Line Officer, Superintendent, or Official in Charge reviews all requests for O&M funding and provides information to the Deputy Director, Office of Facilities Management and Construction (OFMC); Regional Director, BIA; Director, Bureau of Indian Education Programs (BIE), and/or Director, Office of Justice Services regarding the need and justification for additional O&M funding for increased square footage. Copies of all information included in a request for O&M funding from BIE or OJS (if originating at the field level) should be provided to the Office of Indian Programs (OIP) Agency Superintendent who will forward the information through the Regional Office to the appropriate offices.

A request for Operations and Maintenance (O&M) funding for new facilities must be for an approved project. Upon receipt of the request, the Regional Director, BIA; Director, BIE; Director, OJS; and OFMC as appropriate will make a determination whether to approve or disapprove of the request. Ownership and usage should be determined before the construction begins, even if the construction is with Tribal funds or other Programs within the Bureau of Indian Affairs (i.e.: Roads, Land Operations, Forestry, etc.). The final approval for acceptance and O&M funding will be at the Central Office level from OFMC, BIA, BIE and OJS for the funding to be included in the appropriate Budget request to Congress for O&M funding consideration. All space expansion including those projects performed or funded by the Bureau (new construction or FI&R) must be submitted by the appropriate office to Congress for O&M funding.

The official Bureau policy for space expansion is contained in a memorandum of December 7, 1993 from Ada Deere, then Assistant Secretary-Indian Affairs. The memorandum establishes conditions for receipt of O&M funds. The procedure is as follows:

- All qualifying Facilities Construction projects requiring O&M funding from BIA appropriations shall be identified by the appropriate line officer at least three months prior to the annual budget submission which occurs March 1.
- Line Officers shall submit funding requests to the Regional Director or Director, BIE as appropriate for further processing. Funding needs shall be identified at least two years prior to occupancy of the facility in order to coincide with the budget cycle. Failure to follow this process may result in the respective program having to absorb the interim O&M costs until O&M funds can be provided through the budgetary process.
- In order to ensure compliance with applicable codes and standards, the Architect Engineer (A/E) firm or BIA staff responsible for the preparation of the drawings and specifications shall certify in writing that the design of the facility meets the BIA adopted health and safety standards. This certification shall accompany the drawings and specifications for the project and shall be submitted, through channels, to the Director of OFMC.
- After construction is completed, and before the facility is occupied, the Division of Safety and Risk Management (DSRM) shall inspect the facility in accordance with 25 IAM Topic 26 to verify that the facility meets applicable codes and standards to initiate issuance of a Certificate of Occupancy.
- In regard to education facilities, the Director of BIE, shall certify that the facility to be constructed meets applicable education criteria and space standards and/or applicable education accrediting agency standards.

- The responsible Agency Superintendent, through the Respective BIA Regional Director to the Director of OFMC shall submit all applicable information under these procedures except for BIE space expansion requests. BIE Space Expansion Requests shall be provided to the Director of BIE, when educational facilities are involved with copies of all information to OFMC.

If approved, all inventory pertaining to the building must be input into the FMIS to accumulate the necessary information needed for formula funding of O&M.

The budget request will be submitted on or around March 1, of every year. If the request is approved, the very earliest that O&M may become available would be based on the two-year budget cycle of Congress.

Additional information is necessary in order to provide appropriate consideration and/or approval of a request for additional space. Prior to Space Expansion request approval, the following information should be reviewed and included in the request:

1. Justification for expansion: Justification should include detailed information regarding the purpose and necessity of the expansion, service/programs to be provided by the new space should be submitted to the respective ELO or Superintendent and they shall forward as appropriate with their written statement of support/non-support of this request.
2. Do ISEP counts, enrollment projections, facility conditions, etc. support and/or justify space expansion? The projections (by grade level) should be provided for further review.
3. Has the process for submission of new space requests been followed per the Bureau's official space expansion policy? This process includes notifications to the local Agency, Regional Office, and OFMC/BIE. Has the school or location been advised of the policy and procedure, including the lengthy timeframe (two years) to include approved new space in the budget cycle process?
4. Are any federal funds being used in the construction of new space? Has federal funding been requested? Was an application for Replacement School Construction funding submitted during the recent application process period? Has the school, office or location made application for new space through OFMC's FI&R or Portable Program?
5. Are the Bureau's adopted construction codes/standards and Education Space Guidelines being incorporated into the planning, design and construction of new space? When a Bureau school facility is constructed, the size of classrooms, gymnasiums and other spaces are based on the Education Space Criteria Handbook. O&M funding is not provided for spaces that exceed those guidelines.

Have required specifications and construction documents been submitted to OFMC and the Division of Safety and Risk Management for their review? Specifications and plans must have OFMC and DSRM review & approval and constructed facilities must be inspected and approved by DSRM before O&M funds can be provided for approved new space. Specifications and drawings should be submitted to OFMC at the schematic design, design development and final construction stages. OFMC will coordinate review with DSRM. Again, timely submission of pertinent information will facilitate inclusion of approved space expansion funding in the next budget cycle.

Please be aware that review of planning/design documents by OFMC and/or DSRM does not indicate approval of a space expansion request or commit to provision of O&M funding. Reviews are only to ensure that all applicable OFMC adopted codes and standards are met or exceeded.

For Tribally funded correctional facilities, to include grants from the Department of Justice or tribal funds, coordination with the Office of Justice Services and OFMC funding must be initiated at the planning stage of the construction project if correctional program and O&M funding will be requested. OJS must approve program and O&M funding and submit a federal budget request in accordance with the federal budget cycle. As with other space expansion requests for O&M funding, failure to follow this process may result in the respective program having to absorb the interim O&M costs until O&M funds can be provided through the budgetary process. If OJS approves program and O&M funding and receives Congressional appropriation for those funds, the amount of funding will be based on OJS criteria for number of beds and staffing calculations and OFMC space allowances to house the OJS calculated need.



**Safety, Health and Accessibility Design Guidelines
For
Architects, Engineers and Design Firms**

Indian Affairs
Office of Facilities, Environmental and Cultural Resources
Division of Safety and Risk Management

Introduction

Indian Affairs (IA) is involved in the operation; construction; major repair; alternation; rehabilitation and remodeling of buildings, plants and facilities. The Office of Facilities, Environmental and Cultural Resources, Division of Safety and Risk Management (DSRM) is responsible for enforcement of IA policy, adopted safety and health codes and mandated standards for IA controlled facilities, including operations, under the contract provisions of Public Law 93-638 and 100-297.

The Division reviews architectural and engineering drawings, specifications, shop submittals, and all other documents for new construction and major rehabilitation or repair of facilities and existing facilities, for compliance with applicable codes and standards. The Division is the "Authority Having Jurisdiction" for the purpose of administering codes, standards, regulations, guidelines and IA policies. The Division also conducts final inspections and issues Certificate of Occupancy(s) for new construction and major renovation projects.

Indian Affairs has adopted building safety codes and standards using the format of most municipal governments in North America. The Safety and Health Code Compliance Program is structured utilizing the standard format with the exception that Indian Affairs does not collect fees for building permits and other fee based activities that municipal governments typically collect. The plan review procedure is identical to those utilized by most municipal governments. Three (3) complete sets of the design documents are required to initiate a plan review. If incomplete design documents are submitted, they will be returned without action to the Project Manager, Office of Facilities Management and Construction (OFMC) or as applicable.

There is one exception to the model codes and standards due to our unique operational environment. This special provision addresses the remoteness of many of our locations and the lack of municipal government infrastructure. The Indian Affairs special provision is:

Automatic Fire Sprinkler Systems: All new Bureau-owned buildings in excess of 2,000 sq. ft. gross floor area, regardless of occupancy, shall be protected by an automatic fire sprinkler system in accordance with NFPA 13, using "**ORDINARY**" hazard classification as a minimum assigned risk factor for design. Where facilities are located in a municipal area, protected by a full time professional fire department, the designer may request, through the project manager, a waiver of the ordinary hazard classification. Requests for hazard classification waivers must be accompanied by a detailed justification stating the reason(s) for the waiver request (i.e., municipal setting, protected by a full-time, paid, fire department, response time, type of equipment apparatus and ISO rating).

Listed in the following pages are the requirements for submitting design documents for review and a bibliography of codes and standards adopted and enforced by Indian Affairs.

**Indian Affairs
Office of Facilities, Environmental and Cultural Resources
Division of Safety and Risk management**

Requirements for New Construction, Renovation and Alternation

Design Documents Submittal Review:

- All new construction, major renovations or alternations shall be reviewed for compliance with Indian Affairs adopted code, policy and mandatory standards by the Division of Safety and Risk Management (DSRM). This includes Modular/Portable Buildings, Design-Bid-Build, Design-Build and Construction Management at Risk delivery method projects.
- Utilize the applicable adopted codes and standards in effect on date the design contract is awarded. If the construction is not bid within 5 years, the project shall be redesigned utilizing current adopted codes and standards.
- All correspondence relating to an Indian Affairs (IA) construction project shall be submitted through the designated IA Project Manager or Point of Contact.

Design Services for Code Compliance Review:

1. Preliminary Construction Documents (70%)
2. Completed Construction Documents (99%)
3. Final Construction Documents (100%)

Shop Design Documents for Review Prior to Installation:

1. **Fire Detection Alarm System:**
Submittal shall include Shop Drawings, Battery Calculations, Voltage Drop Calculations, and Manufacturer's Equipment Catalog Data Sheets
2. **Automatic Sprinkler Protection System:**
Submittal shall include Shop Drawings, Hydraulic Calculations, and Manufacturer's Equipment Catalog Data Sheets
3. **Automatic Sprinkler Protection Fire Pump System:**
Submittal shall include Shop Drawings and Manufacturer's Equipment Data Sheets
4. **Cooking Equipment Hood Exhaust Ventilation System:**
Submittal shall include Shop drawings and Manufacturer's Equipment Data Sheets
5. **Telescopic Folding Bleacher Seating/Grandstand Seating/Fixed Seating:**
Submittal shall include Shop Drawings and Manufacturer's Equipment Catalog Data Sheets
6. **Hydraulic/Electric Elevator/Platform Lift System:**
Submittal shall include Shop Drawings and Manufacturer's Equipment Catalog Data Sheets
7. **Emergency Stand-by Generator System:**
Submittal shall include Shop Drawings and Manufacturer's Equipment Catalog Data Sheets

Submittal of Design Documents:

1. Three (3) Sets of **Full-Size** Drawings
2. Three (3) Sets of Specifications
3. Three (3) Sets of All Other Related Documents (i.e. Addendums)
4. Three (3) Sets of **Full-Size** Shop Drawings and Applicable Related Documents (See Above)
5. DSRM Design Review Submittal Form (Attachment A)
6. DSRM Letter of Transmittal (Attachment B)

Adopted Codes, Policy and Mandatory Standards

- Indian Affairs policy [25 IAM and BIA Safety and Health Handbook, Topic 26.5 and Topic 27.7] requires all new Bureau-owned buildings, which exceed 2,000 square feet in gross floor area, regardless of occupancy, to be totally sprinkled with automatic sprinkler protection in accordance with NFPA 13, using "ordinary" hazard occupancy classification as the minimum assigned risk factor for design.
- In accordance with 25 IAM, Topic 26.6B.1 and Assistant Secretary – Indian Affairs December 7, 1993 memorandum (Subject: Facilities Construction and Operations and Maintenance Funding), the Division of Safety and Risk Management or its authorized representative shall inspect the facility after construction to verify it meets adopted codes, policy and mandatory standards.
- The Division of Safety and Risk Management is the Authority Having Jurisdiction and will issue the "Certificate of Occupancy" after final inspection and only if the facility is in compliance with Indian Affairs adopted codes, policy and mandatory standards in accordance with 25 IAM, Topic 26.3A, and NFPA 5000, Chapter 1. (Obtain a copy of the New Construction and Major Renovation Final Safety and Health Inspection and Certificate of Occupancy Guidelines from the Project Manager)
- The most current published editions of codes and standards, when a design contract is awarded, are applicable. Indian Affairs adopted safety and accessibility codes, policy and mandatory standards, applicable are:
 1. **Occupational Safety and Health Administration (OSHA) Compliance.** All operations, new construction, major alterations and improvements, minor remodeling and workplace sites shall comply with all occupational safety and health standards issued under Section 6 of the Occupational Safety and Health Act of 1970, as amended, or alternate standards issued pursuant to this part.
 2. **Fire and Fire Safety.** All new construction, major alterations and improvements and minor remodeling, including modular and portable buildings shall be classified according to occupancy and/or use shall conform to the National Fire Codes, 25 IAM, and Topic 27, Structural Fire Program.
 3. **Accommodations for People with Disabilities.** All new construction, major alterations and improvements including modular and portable buildings shall be in accordance with 36 CFR, Part 1191, Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines (ADAABAAG), as prepared by the U. S. Access Board, as well as Section 504 of the Rehabilitation Act of 1973, as amended in 1978, which generally requires that Bureau programs do not discriminate against physically impaired persons, apply.

U.S. Department of the Interior Civil Rights Directive 2006-02, issued January 5, 2005, requires all new construction, major alterations and improvements are in accordance with the July 23, 2004, "Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines" (ADAABAAG). Through 25 USC, Section 2005, all facilities connected with the education of Indian children must follow ADAABAAG's, "ADA Chapter 2 Scoping Requirements". "ABA Chapter 2 Scoping Requirements" apply to all other facilities. Technical Chapters 3 through 10 are to be applied as referred from the applicable scoping requirements. In addition to standard 'adult' (more than 12 years old) accessibility requirements, child (12 years old and younger) accessibility is to be provided in school facilities, using ADAABAAG children guidance, applied in accordance with any indicated age groupings.

Building Safety Code. All buildings, structures and facilities shall be designed and constructed in accordance with the current edition of NFPA 5000 – Building Construction and Safety Code®, as published by the National Fire Protection Association.

4. **Boiler/Pressure Vessels.** The fabrication and installation of all new boiler and unfired pressure vessels shall conform in all respects to the American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code and shall be marked with appropriate ASME Code symbols. The repair, alterations or re-rating of all existing units shall conform to the National Board Inspection Code and shall be marked with appropriate code symbols. In each situation a Qualified Boiler Inspector shall inspect the final product.
5. **Elevators/Platform Lifts.** All passenger and freight elevators, dumbwaiters, escalators, or moving sidewalks constructed or leased by the Indian Affairs shall conform to the ASME American National Standard Safety Code for Elevators and Escalators (ASME A17.1/CSA B44 Handbook) and applicable accessibility standards. All platform lifts shall conform to the ASME American National Standard Safety Standard for Platform Lifts and Stairway Chairlifts (ASME A18.1) and applicable accessibility standards.
6. **Piping.** Boiler/Pressure Vessel external piping and piping installations shall conform to American National Standards Institute (ANSI) B31.1, American National Standard, Power Piping, ASME Boiler and Pressure Vessel Code, Section I - Power Boilers; Section IV - Heating Boilers and Section VIII - Pressure Vessels - Division I. The piping or associated mechanical system shall not be operated unless that part of the system has been inspected and approved by a Qualified Boiler Inspector. Other fuel piping, steam and water piping, air piping and their respective installations shall conform to applicable sections of the Uniform Plumbing Code and the Uniform Mechanical Code.
7. **Mechanical Systems.**
 - A. **Liquefied Petroleum Gas.** Liquefied petroleum gas heating systems and distribution facilities shall conform to NFPA No. 58 and 86.
 - B. **Natural Gas.** Natural gas systems shall comply with NFPA No. 54 and 86.
 - C. **Oil.** Oil burning system installations shall conform to NFPA No. 31 and 86.
 - D. **Electrical.** Electrical heating and cooling systems shall be installed in accordance with the National Electrical Code (NFPA No. 70). Specific equipment shall be Laboratory (UL) listed or labeled.
 - E. **Solar.** Solar installations shall be installed in accordance with the Uniform Solar Code and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standards.
 - F. **Cooling and Ventilation.** Cooling and ventilation systems shall conform to the Uniform Mechanical Code and NFPA No. 90A.
8. **Electrical.** Electrical power transmission, distribution and installation shall comply with the National Electrical Code (NFPA No. 70) and the National Electrical Safety Code.
9. **Environmental Quality.**
 - A. **Food Service.** All new construction, major alterations and improvements, minor remodeling and operation of food service facilities shall conform to the guidelines set forth in the latest edition of the PHS, Food Services Sanitation Manual.
 - B. **Sanitation Facilities.** All new construction, major alterations and improvements and minor remodeling of sanitation facilities shall conform to the following guidelines:
 - 1) **Liquid Waste:** Applicable parts of 40 CFR, Protection of Environment, and 29 CFR 1910, Occupational Safety and Health Standards (OSHA).
 - 2) **Solid Waste:** Applicable parts of 40 CFR, Protection of the Environment.

10. **Water Facilities.** All new construction, major alterations and improvements and minor remodeling of domestic water facilities shall conform to 40 CFR, Protection of the Environment, and 29 CFR 1910 (OSHA).
11. **Illumination.** All new construction, major alterations and improvements and minor remodeling shall provide facilities which conform to Illuminating Engineering Society Standards and Regulations on Illumination which include, 29 CFR 1910 (OSHA), and those provisions outlined in PHS Institutional Sanitation Guidelines.
12. **Heating, Ventilation and Air Conditioning (HVAC).** All new construction, major alterations and improvements and minor remodeling of facilities shall conform to minimum requirements given in the Uniform Mechanical Code, NFPA No. 90B and ASHRAE Standards.
13. **Pest, Vector and Vermin Control.** All new construction, major alterations and improvements and minor remodeling shall provide facilities which conform to regulations on pest, vector and vermin control included in 29 CFR, Protection of Environment, Parts 162, 163, 165, 170 and those provisions outlined in the Public Health Service (PHS) Food Services Sanitation Manual and PHS Institutional Sanitation Guidelines.
14. **Plumbing.** All plumbing installations, equipment and fixtures shall comply with the Uniform Plumbing Code. They shall be subject to periodic and final inspections to assure compliance. Code reference to the administrative authority refers to the Division of Safety and Risk Management or its authorized representatives.



U.S. Department of the Interior
Indian Affairs
Office of Facilities, Environmental and Cultural Resources
Division of Safety and Risk Management

(Attachment A)

DESIGN REVIEW SUBMITTAL REQUIREMENTS FORM

Project Description: _____

Project No: _____ Date Design Contract Awarded: _____

Type of Construction: New FI&R MI&R

Building Ownership: Bureau-owned Tribally-owned Other (Please Specify) _____

Construction Funding Source: Federally Funded Tribally Funded Other (Please Specify) _____

Construction Delivery Method: Design-Bid-Build Design-Build CM@Risk Other (Please Specify) _____

Operations and Maintenance (O&M) Funding Source: Bureau Tribe Other (Please Specify) _____

Contracting Option: IA/Commercial P.L. 93-638 Contract P.L. 100-297 Grant Other (Please Specify) _____

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- Letter of Transmittal Form Attached (Attachment B)
 - School or Dormitory, Indicate What Grades Attend or Reside: _____
 - Detention or Correctional Facility, Indicate the Classification of Occupancy: (IAW NFPA 5000/NFPA 101)
 - Use Condition I Use Condition II Use Condition III Use Condition IV Use Condition V
 - Design Stage Submittal: 70% 99% 100% Other (Please Specify) _____%
 - Design Submittal (3 sets of each required): Drawings Specifications Other (Please specify) _____

Shop Design Submittal (3 sets of each required):

- Fire Detection Alarm System
 - Shop Drawings Manufacturer's Equipment Data Sheets Battery Calculations Voltage Drop Calculations
- Automatic Sprinkler Protection System
 - Shop drawings Manufacturer's Equipment Data Sheets Hydraulic Calculations
- Fire Pump System
 - Shop drawings Manufacturer's Equipment Data Sheets
- Cooking Equipment Hood Exhaust Ventilation Fire Suppression System
 - Shop drawings Manufacturer's Equipment Data Sheets
- Telescopic Folding Bleacher Seating/Grandstand Seating/Fixed Seating
 - Shop Drawings Manufacturer's Equipment Data Sheets
- Hydraulic/Electric Elevator/Platform Lift System
 - Shop Drawings Manufacturer's Equipment Data Sheets
- Emergency Stand-by Generator System
 - Shop Drawings Manufacturer's Equipment Data Sheets

Name of IA Project Manager (AOTR/COTR/GOTR): _____

Phone: _____ Fax: _____ E-Mail: _____



U.S. Department of the Interior
Indian Affairs
Office of Facilities, Environmental and Cultural Resources
Division of Safety and Risk Management

(Attachment B)

LETTER OF TRANSMITTAL

Date: _____

To: Division of Safety and Risk Management

From: _____

Project Description: _____

Project No.: _____ Project Manager: _____

THE FOLLOWING ARE TRANSMITTED:

- Shop Submittal Change Order Specifications Other _____
 Prints Plans Sample

NO. OF COPIES	DESCRIPTION

SUBMITTED FOR:

- Review Review and Comment Approval
 Your Use and Files As Requested Other _____

REMARKS:

