

CHAPTER 8.00 - AUXILIARY SERVICES

CONDUCTING DOE/DISTRICT ON-SITE FISH VALIDATION AND REVIEW

8.55+

The following are the procedures for conducting DOE/District On-Site FISH Validation and Review.

1. DOE/District staff **must** carry identification that can be visible at all times.
2. DOE/District staff may **only** visit those schools and ancillary sites predetermined by the District and the Department.
3. DOE/District staff may **not** use electronic measuring devices when validating the net square feet of any space listed in FISH. Approved measuring devices are cloth or metal hand held measuring tapes only
4. DOE/District staff measuring teams must consist of a minimum of three members. Two members operating the hand held measuring device and a third member to act as secretary.
5. School District will provide to the DOE/District staff a 3-ring notebook containing the most recent FISH report for each facility to be measured.
6. DOE/District staff must make written notation of each measurement or description error for each space that does not match information found in FISH. Spaces found that do not occur in FISH should also be noted.
7. A copy of all notes and measurements made by DOE/District staff must be provided to the District within 2 working days of completing the visit. The District will have seven calendar days after receiving these findings to audit the results. All discrepancies found by the District must be reported in writing to the DOE.
8. No changes will be made to the District FISH information until such changes are agreed upon in writing by both DOE and District staff.
9. All measurements and proposed changes to the District's FISH file will only be completed by District staff and then be audited and validated by DOE staff.

ADOPTED DATE: 04/11/2011
REVISION DATE: