



Department: Facilities
Policy Number: FAC-A005
Effective Date: 5/19/09

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this document are unofficial copies.

BUILDING PLAQUES

A historical building plaque will be budgeted for and installed in the main entrance foyer of each new school building and in an appropriate location in building projects that include the addition of educational space to the building.

The plaque will contain the following information:

1. The name of the building/addition.
2. The name of the school system.
3. The year the building/addition is completed.
4. The name of the persons serving as School Board members at the time the building/addition is completed.
5. The name of the Director of Schools at the time the building/addition is completed.
6. The name of the Montgomery County Mayor at the time the building/addition is completed.
7. Significant historical information as determined by the Project Team.
8. At the discretion of the Board, other information may be included such as: the names of the former School Board members and former Director of Schools who served in the planning stages prior to construction of the building/addition.
9. The name of the General Contractor.
10. The name of the Architectural Firm.

Implementing Procedures: None

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/19/09		Initial Release
4/15/13		Reviewed, no changes
4/7/15		Reviewed, no changes

***** End of Policy *****