

Building construction, patron services, and other projects undertaken to provide instructional training for BOCES occupational students; and which will be sold to the public or non-public agencies, service clubs, or individuals, shall be subject to the following procedures:

1. Written policy and administrative guidelines shall be developed in cooperation with the Occupational Education Advisory Council.
2. Public announcements of specific projects and services which are available for purchase shall be announced at least once per year and within one thirty-day period prior to any application deadlines. Such announcements shall provide a clear description of the available projects or services. Adequate documentation of announcements and applications will be maintained by the administration.
3. Designs, plans, and specifications when required on construction projects shall be developed in cooperation with, and signed, and sealed as being final, by a licensed architect or engineer and shall be the responsibility of the patron. All such projects shall be inspected and meet the standards as set forth on local and state building codes.
4. Patrons shall be responsible for securing all necessary permits.
5. Patrons will be, prior to commencement of services, required to sign a waiver that releases BOCES of all liability. Clients will receive specific notification that the BOCES offers no guarantee as to perfection, availability of products, or time of completion.
6. All expenditures for the purchase of supplies, and receipts from the sale of any product, shall be clearly documented and maintained in specific accounts.
7. Criteria established for determining annual construction projects shall include-but not be limited to:
 - a. appropriateness of activity and students skill levels to area of study
 - b. timeliness of application
 - c. size of project
 - d. length of time to complete project
 - e. distance from center(s)
8. Priority for project selection will be determined by the administration, with consideration to the following, in descending order of importance:
 - a. BOCES initiated; component school districts
 - b. public non-profit organizations
 - c. private non-profit organizations
 - d. private citizens

Approved: July 17, 1985