

CASBO
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Division of the State Architect

What District Administrators
Need to Know

Today's Presenters

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Today's Topics

- Overview of DSA
- Construction project types that must be submitted to DSA
- Construction project types that may be exempt from DSA approval
- How do I know if my project is exempt from DSA approval?
- Unintended consequences
- How do I know if my architect is managing the DSA process well, and has the District's best interests in mind?
- What is my role with DSA as a CBO? Superintendent of Schools?
- Q&A

The Field Act

- The **Field Act** was one of the first pieces of legislation that mandated earthquake resistant construction (specifically for schools in California) in the United States. The Field Act had its genesis in the 6.3 magnitude 1933 Long Beach earthquake which occurred on March 10 of that year and destroyed or rendered unsafe 230 school buildings in Southern California. (See Wikipedia Handout)
- Ed Code 17280 (a) (1) The Department of General Services under the police power of the state shall supervise the design and construction of any school building **or the reconstruction or alteration of or addition to any school building, if not exempted under Section 17295**, to ensure that plans and specifications comply with the rules and regulations adopted pursuant to this article and building standards published in Title 24 of the California Code of Regulations, and to ensure that the work of construction has been performed in accordance with the approved plans and specifications, for the protection of life and property.
(emphasis added)

Overview of DSA-

DSA Organization



- DSA Headquarters
 - Sacramento
- DSA Regional Offices
 - Oakland
 - Sacramento
 - Los Angeles
 - San Diego



Overview of DSA - Roles and Responsibilities

DSA Headquarters

- Statewide programs
- Inspector Program
- Laboratory (LEA) Program
- Code Development
- Policies

DSA Regional Offices

- Project Plan Review and Approval
- Construction Oversight
- Project Inspector Approval
- Project Certification

Overview of DSA - Scope of Authority

Approval of Design for Code Compliance

- Structural Safety
- Fire & Life Safety
- Accessibility

Construction Oversight for Code Compliance

- Structural Safety
- Fire & Life Safety
- Accessibility

Note: Construction documents must show ALL work!

Does this construction project need DSA approval?

Project types that must be submitted to DSA

- ALL construction projects for public schools unless exempted by law
- Other projects not relevant to this presentation

Does this project need DSA Approval?

Project Types That Must Be Submitted to DSA

- Districts may **opt in** to DSA review, no matter the project
- Generally, you should always assume it **does** require DSA approval, and then find a reason why it doesn't, if there is one
- Possible exemptions:
 - Based on project cost
 - Based on the type of work
 - Based on other factors

Does this construction project need DSA approval?

Project types that may exempt from DSA approval

- Where to find information on which types of projects may be exempt:
 - Title 24 Part 1 Sections 4-308, 4-309, 4-310 and 4-313 (definition of "School Building" and definition of "Maintenance").
 - DSA IR A-22
 - Education Code
- Where not to find it – Other people's "opinion", "we've always done it that way", "we've never done that before", and similar

Does this construction project need DSA approval?

Project types that may exempt from DSA approval

- Maintenance (ordinary upkeep – routine, recurring – code defined)
- Small, Low Cost Alterations to **Existing** Buildings (See DSA IR A22)
 - Alterations less than \$106,412
 - Alterations less than \$239,427
if the entire project contains **no** Structural or Accessibility work

Does this construction project need DSA approval?

Project types that may exempt from DSA approval

- Exempt “Projects” are not exempt from compliance with building codes:
 - District assumes responsibility to assure compliance with all code provisions
 - District must employ appropriate licensed design professionals to prepare construction documents
 - District must employ inspectors and laboratories to provide required inspections and testing

Does this construction project need DSA approval?

Project types that may exempt from DSA approval

Some small structures not occupied for instructional purposes

Non-School buildings/structures

- Such projects must have a school board resolution submitted to DSA that states the structure will not be used for school purposes.
- Such projects are typically not exempt from DSA (ADA) Americans with Disabilities Access review and approval
- Such projects shall have signage posted stating that the structure or building does not meet the structural standards imposed by law for earthquake safety
- Such structures may be required to be fenced off to separate them from adjacent campus areas

Let's talk it through . . . (Why or Why Not?)

SCENARIO 1: We need to add a shade shelter to a Kindergarten play yard. The vendor says that the unit already has a DSA # (PC = Pre-Check), so all we have to do is work up a contract, and they'll put it in using CMAS. Do I have to go to DSA?

SCENARIO 2: We need to install 6' tall shelving along a wall in a classroom. My maintenance folks can do the work in about 4 hours using the hardware provided by the manufacturer. Do I need an architect or engineer? Do I need to go to DSA? Do I need an inspector if I don't have to go to DSA?

Earthquake!



Unintended consequences of not obtaining DSA approval


- All plans have errors and omissions
- Most projects require DSA access review
- Exempt projects are not certified by DSA as complying with codes
- Risk management
- Project may not be exempt
- During course of construction scope or costs change such that project is no longer exempt

Are unintended consequences possible if we take advantage of an exemption?

- Use of exemptions over the years and now it adds up...
- Example: Perimeter Fences and fire exiting & safe dispersal areas and emergency evacuation plans
- Example: “Hardening” the front of the campus
- What about doing multiple small projects that are exempt over time?

Is your project really exempt? How do you know?

- Have your staff or architect show you the basis for exempt determination
- Call DSA for an informal discussion
- Submit request for formal DSA exemption concurrence
 - DSA Procedure 14-02 – Exemption Concurrence
 - Form 7 and \$400

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APPLICATION FOR CONCURRENCE: PROJECT IS EXEMPT	
<small>The Division of the State Architect (DSA) reviews and approves plans for and certifies construction projects under its jurisdiction for Title 24 compliance. The scope of DSA's review, construction oversight, inspection and testing requirements depends on the facility type and the scope of the project. Certain types of projects, depending on scope, may be exempt from the requirement to be reviewed, approved, and certified by DSA.</small>	
SCHOOL DISTRICT INFORMATION (or state agency)	
Name of District (or state agency):	
School Name (or state facility):	

Final Scenarios (Why or Why Not?)

SCENARIO 3: We need to replace the artificial turf on an existing field as a maintenance project. I have DSA approval when I installed it 10 years ago. I'll use those plans to replace the turf. Do I need to go to DSA?

SCENARIO 4: We need to replace 10 HVAC units on top of our roofs. The original units were DSA approved, and the new units are just a little heavier because Title 24 is making us add an economizer. Do I need to go to DSA?

– What if they were the same weight, or lighter, but a bit taller or wider?

How do I know if my architect is managing the DSA process well, and has the District's best interests in mind?

- Check references – Obtaining DSA approval is rigorous!
 - Has architect had an application turned back as incomplete?
 - Has architect's action (or inaction) caused a delay in DSA approval?
 - Were there excessive changes due to lack of ADA verification during design?
- Check in with Architect
 - Are we going to have a Pre-Application Meeting? (Attend It!)
 - What is estimated time for plan submission? Do we have an Appointment?
- DSA Metric Scorecard!
<http://www.dgs.ca.gov/dsa/AboutUs/metrics.aspx>

What is my role with DSA as a CBO? Superintendent of Schools? Can I help?

- Provide enough time for good design and thorough DSA reviews and corrections before bidding!
(Work with your Architect on the Bid Schedule!)
- You should have an “Owner’s Representative”, ready and willing to work directly with DSA on any issues and requests.
- Does architect ask for your help to talk to DSA – They should!
 - Architect’s relationship with DSA vs. Owner’s
- DSA pre-submission meeting – Owner is a powerful person in the room!

Today's Presenter



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