

MEMORANDUM

TO: District Superintendents

FROM: Wayne Stokes
Director, Office of School Facilities

DATE: February 11, 2025

RE: The 2025 Policy & Procedures Manual

Since September 2023, the Office of School Facilities (OSF) has worked to implement several initiatives to improve the overall efficiency and effectiveness of its processes and procedures. These initiatives:

- Streamline and refocus the School Facilities Planning and Construction Guide (Guide) on the substance of “the latest applicable standards and specifications,” per State statute. The streamlined Guide, effective on February 15, 2025, was approved at the January 15, 2025, Facilities Committee Meeting and incorporates the most recent updates to the codes while also removing OSF implementation timelines, processes, and procedures.
- Create a new and separate processes and procedures document, the South Carolina Office of School Facilities Policy and Procedures Manual (Manual), that will be used in conjunction with the updated 2025 Guide. This new Manual now contains the necessary administrative requirements to complement the standards and specifications published in the Guide. This separate and distinct Manual allows for greater flexibility and efficiency to modify OSF procedures during the interim between meetings of the Facilities Committee. This new Manual will also become effective on February 15, 2025, and will be made available on or shortly after that date on the OSF New Processes Webpage, as located at <https://shorturl.at/uqXlq>.

Should you have any questions or have any feedback on the new Manual, please reach out to myself at wstokes@ed.sc.gov or 803-734-1297, or to schoolfacilities@ed.sc.gov.