



**Next steps:** Complete special project request form and submit all appropriate paperwork listed below as well as Principal/Site Administrator's signature of approval to Facilities Support Services for processing.

No work shall commence until project scope, materials list, project schedule, site map, etc. are approved by Facilities Support Services.

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| <input type="checkbox"/> Project Scope Attached    | <input type="checkbox"/> For Gardens: Provide List of Plants That Will Be Used |
| <input type="checkbox"/> Materials List Attached   | <input type="checkbox"/> Site Map with Proposed Project Identified             |
| <input type="checkbox"/> Project Schedule Attached | <input type="checkbox"/> Mural Waiver  |

1. What work needs to be completed by District staff prior to project?

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2. What assurance does the District have that this project will meet required district standards of workmanship, materials and safety?

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3. What impact will this project have on bargaining unit work?

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4. What is the plan for post-project evaluation and how will district personnel be involved?

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5. Who will be responsible for future repairs and maintenance needed?

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