



RECEIVED –

Project Number: \_\_\_\_\_

Intentionally left blank for Official Use Only

SHOPS:  
DUE:

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
FACILITIES AND MAINTENANCE**

**SPECIAL PROJECT APPROVAL REQUEST**

School / Site:	Date:
Project Description:	
(Include copy of school/site plan indicating exact location where proposed project is to be completed)	
Desired Project Start Date(s):	Project Completion Date:
Work to be performed by:	
<input type="checkbox"/> Parents <input type="checkbox"/> Staff <input type="checkbox"/> Students <input type="checkbox"/> Facilities Maintenance Employees	
<input type="checkbox"/> Others <input type="checkbox"/> General Contractor ( <i>Contractor Information and DIR # will need to be provided for projects over \$1,000.00</i> )	

Site Administrator/General Contractor/Project Coordinator Information	
Name:	
Phone Number:	
Email:	
Contractor License No.:	
Department of Industrial Relations Number (DIR):	
Estimated Cost of Project:	
Funding (Including Budget Source and/or Budget Codes):	
Budget Number:	

**Notice to Principals for Garden Projects Only:**

By approving the development of a school garden on District property, you are taking responsibility for the maintenance, harvesting and, if necessary, removal of the specified garden. Facilities Support Services understands the educational value and supports garden installation, however due to limited maintenance budgets, Principal participation is vital. Approval of this garden makes the onsite principal the responsible party for maintenance and general upkeep of the garden, which includes appointing others to be accountable. If the garden is not maintained and requires removal, the school site will be charged a square foot removal fee, which will include dumping fees.

**GENERAL INFORMATION:** SPR Application submitted to the Facilities Support Services are normally reviewed within 30 working days from receipt of (all requirements submitted) **applicable** application.

School / Site Approval: \_\_\_\_\_  
Signature of Principal / Site Administrator \_\_\_\_\_ Date \_\_\_\_\_

**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.

- ☐ Project Scope Attached
- ☐ Materials List Attached
- ☐ Project Schedule Attached
- ☐ For Gardens: Provide List of Plants That Will Be Used
- ☐ Site Map with Proposed Project Identified
- ☐ Mural Waiver

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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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\_\_\_\_\_

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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?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

District Use Only

Review of Project (Sign & Date):

Carpentry Supervisor:	DATE:
COMMENTS	
REVIEWER'S SIGNATURE:	

Electrical Supervisor:	DATE:
COMMENTS	
REVIEWER'S SIGNATURE:	

Electronics/Locksmith Supervisor:	DATE:
COMMENTS	
REVIEWER'S SIGNATURE:	

District Use Only

Review of Project (Sign & Date) (Continuation):

Glazing/Floor/Tile Supervisor:	DATE:
COMMENTS	
REVIEWER'S SIGNATURE:	

HVAC Supervisor:	DATE:
COMMENTS	
REVIEWER'S SIGNATURE:	

Labor/Gardener Supervisor:	DATE:
COMMENTS	
REVIEWER'S SIGNATURE:	

District Use Only

Review of Project (Sign & Date) (Continuation):

Paint Supervisor:	DATE:
COMMENTS	
REVIEWER'S SIGNATURE:	

Plumbing Supervisor:	DATE:
COMMENTS	
REVIEWER'S SIGNATURE:	

Project Green Specialist:	DATE:
COMMENTS	
REVIEWER'S SIGNATURE:	

***District Use Only*****Review of Project (Sign & Date) (Continuation):**[illegible]

Risk Management:	DATE:
COMMENTS	
REVIEWER'S SIGNATURE:	

Schools Insurance Authority:	DATE:
COMMENTS	
REVIEWER'S SIGNATURE:	

***District Use Only*****Review of Project (Sign & Date) (Continuation):**

Construction Manager:	DATE:
COMMENTS	
REVIEWER'S SIGNATURE:	

Facilities Maintenance Manager:		DATE:
COMMENTS		
REVIEWER'S SIGNATURE:		

Operations Manager:	DATE:
COMMENTS	
<b>REVIEWER'S SIGNATURE:</b>	

***District Use Only*****Review of Project (Sign & Date) (Continuation):**

SEIU Steward:	DATE:
COMMENTS	
<b>REVIEWER'S SIGNATURE:</b>	

Director (Final Review & Approval):	DATE:
COMMENTS	
<b>MANAGEMENT SIGNATURE:</b>	

**SPECIAL INSTRUCTIONS****Work Order – Mural(s):****Reviewer(s) Comments and Questions:** (Example: EL - Utility check completed)

Please submit a Work Order (*application of anti-graffiti clear coating*) after work is completed and Paint Shop will come apply anti-graffiti clear coating.

Please make sure to check with Paint Shop to know what anti-graffiti coating to purchase.

*PLEASE REFER TO ADDITIONAL INFORMATION BELOW*



**SPECIAL INSTRUCTIONS (Continuation)****Work Order – Mural(s):****Supervisor(s) specify work review requirements:**

MURALS are not allowed to be hung on district school walls.

Recommendation: Direct application to wall as well as application of anti-graffiti clear coating, please refer instructions below:

- Site to purchase/provide Paint Shop with Kelly Moore Anti-Graffiti Clear Coat TSW8 Matte Acrylic Master and Paint Shop will apply accordingly.

Please contact *Morgan Capshaw, Interim Paint Supervisor* at (916) 395-3970 x450120 or email [morgan-capshaw@scusd.edu](mailto:morgan-capshaw@scusd.edu) for additional information on cost and square foot for paint information.

**Tree Planting:****Supervisor(s) specify work review requirements: (Example: CA – Review raised garden before filled with dirt)**

Fruit trees of any kind have a tendency to pose issues many years after planting. The trees will require harvesting for many years after planting and often the people who promoted the planting have long since come and gone. It then becomes an issue for the Facilities Department to deal with fruit, insects, and rodents that will be attracted once no one is maintaining the trees. Citrus trees often have large thorns that can be very painful. We discourage the planting of any tree that bears fruit, opting instead for trees that provide shade and fall color for the site. If trees become ongoing maintenance issue for district staff, e.g. cleaning excessive rodents, district has the rights to consider removal of the trees at site's costs.

Controlling Pests and Diseases (Site's Responsibility) - Early-spring maintenance of fruit trees is important to start the growing season correctly and to prepare the trees for healthy, vigorous growth and an abundant harvest. Without early-spring fertilizing, pest and disease control, trunk protection, weeding and mulching, fruit trees may suffer unnecessary stunted or weak growth and damage. **As a result, site will bear all expenses incurred for the fertilization, pest and disease control, etc.**

*Refer to SCUSD's Approved Plants & Trees list attached.*

Planting of Trees sponsored by the Sacramento Tree Foundation and/or any other organization:

A pre site walk-thru must be performed prior to acceptance and approval of an SPR application for planting of trees. This is to identify the type/amount of trees and its location/setback.

District's Tree Standard Setbacks (Tree to Concrete/Fence Line/Benches/Tables):

- 20 feet between trees – This provides trees with more “growing space” and better conditions under which to survive, and achieve their full potential, as well as allowing our Facilities Maintenance Laborers to maneuver riding mowers between an existing tree and any obstruction(s).
- 20 feet between any existing building and/or objects, e.g. structures, fences, benches, backstops, sidewalks, playground equipment, etc. – This allows our Facilities Maintenance Laborers to maneuver riding mowers between an existing tree and any obstruction(s).

Other Guideline:

Any area that is impacted or obstructed to the extent that the Grounds Department is unable to maintain it in our normal fashion, will become the responsibility of the school to maintain going forward. Impeding the access of any power equipment or riding mowers in these areas, will result in the school maintaining the area.

**District Operations & Security Services**