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**SPECIAL PROJECT REQUEST PROCEDURE (FSS-005)**  
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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**1.0 SCOPE:**

- 1.1 This procedure describes the process in which the Maintenance Department reviews Special Project Requests.

**2.0 RESPONSIBILITY:**

- 2.1 Program Records Technician

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director, Facilities Maintenance Department

**4.0 DEFINITIONS:**

- 4.1 PRT – Program Records Technician
- 4.2 SEIU – Service Employee International Union
- 4.3 SIA - Schools Insurance Authority
- 4.4 FSS – Facilities Support Services

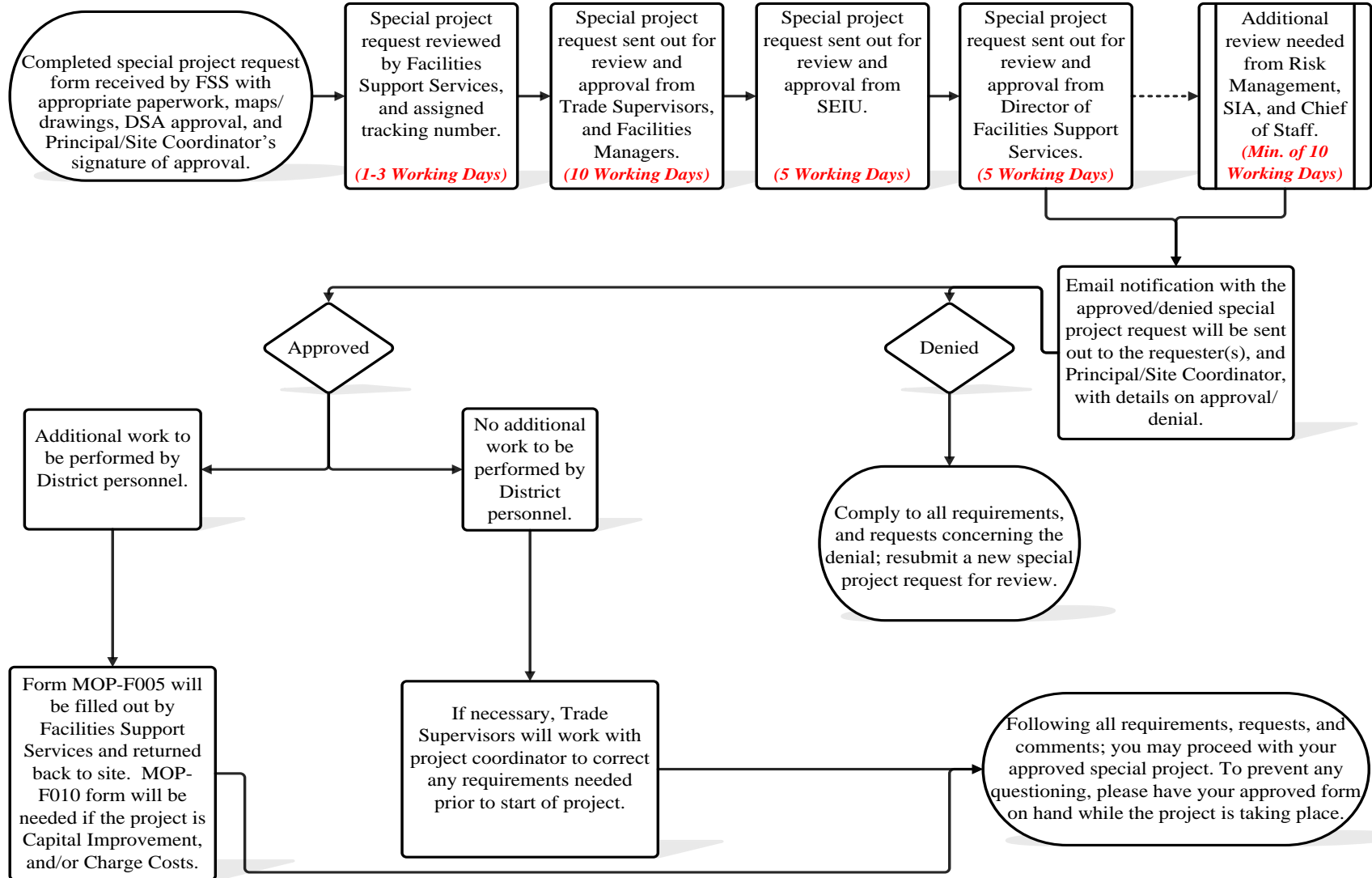
The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

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## SPECIAL PROJECT REQUEST PROCEDURE (FSS-005)

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

### 5.0 PROCEDURE:



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**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 MOP-F011 – Special Project Approval Request Form
- 6.2 MOP-F005 – Job Estimate Form
- 6.3 MOP-P001 – Capital Improvements and Charge Costs Procedure
- 6.4 MOP-F010 – Capital Improvements and Charge Costs Form

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
SPR##-####	Facilities Support Services Filing	5 years	Signed Forms	None

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/22/2012	A	Initial Release
09/17/2014	A	Update

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