**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**

**FACILITIES AND MAINTENANCE**

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| ***SPECIAL PROJECT APPROVAL REQUEST*** |
| ***PART I*** |
|  |
| School / Site: |  | Date: |  |
|  |
| Project Description: |  |
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| (Include copy of school/site plan indicating exact location where proposed project is to be completed.) |
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| Desired Project Start Date (s): |  | Project Completion Date: |  |
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| Civic Permit Completed? | [ ]  Yes [ ]  No [ ]  N/A | Permit #: |  |
|  |  |
| Work to be performed by: | [ ]  Parents [ ]  Staff [ ]  Students [ ]  Facilities Maintenance Employees [ ]  Others |
|  |  |
| Funding: | (Include budget source and / or budget codes) |
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| Estimated Cost of Project: | $ |
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| ***Project Coordinator Contact Information*** |
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| Name: |  |
| Phone Number: |  |
| Email: |  |
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| ***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.  Capital Asset Management 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. |
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| School / Site Approval: |  |  |  |
|  | Signature of Principal/Site Administrator | Escape Work Order Number |
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| ***Next steps*:** While your project is being reviewed by the school principal please develop a project scope of work, list of materials to be used and a detailed schedule. No work should be completed until scope, materials and schedule is approved. |
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| ***PART II*** |
| ***Note: This section must be completed and submitted with Part I.*** |
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| [ ]  Project scope attached | **[ ]**  For Gardens: Provide list of plants that will be used |
| [ ]  Materials list attached | [ ]  Site map with proposed project identified |
| [ ]  Project schedule attached  | [ ]  Mural waiver |
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| 1. What work needs to be completed by District staff prior to project?
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| 1. What assurances does the District have that this project will meet required district standards of workmanship, materials and safety?
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| 1. What impact will this project have on bargaining unit work?
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| 1. What is the plan for post-project evaluation and how will district personnel be involved?
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| 1. Who will be responsible for future repairs and maintenance needed?
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| ***District Use Only*** |
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| **Approval of project:** |
| Asbestos Supervisor | Carpentry Supervisor | Electrical Supervisor |
| Electronics Supervisor | Glazing/Floor/Tile Supervisor | HVAC Supervisor |
| Painting Supervisor | Plumbing Supervisor | Labor/Gardener Supervisor |
| Project Manager | Other Supervisor | SEIU Steward |
| **Supervisor(s) Comments and Questions:** |
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| **Supervisor(s) specify work review requirements:** (*Example:* PL - Utility check before digging) |
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