

Project Number	er:	
Inten	tionally left blank for	Official Use Only

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT FACILITIES AND MAINTENANCE

SPECIAL PROJECT APPROVAL REQUEST

	<u> </u>	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
School / Site:			Date:
Project Description	:		
Desired Project Sta	rt Date(s):	Project Complet	tion Date:
Work to be perforn	ned by:		
			cilities Maintenance Employees
	☐ Others	☐ General Contractor (<i>Contracto</i>	•
		to be provided for projects ove	er \$1,000.00)
	Compared Combine story	/Dunington	
		/Project Coordinator Information	
Name:	, Principal	■ Genera	l Contractor or Proj Coordinator
Phone Number:			
Email:	<u> </u>		
Contractor Lice			
Department of	Industrial Relations Number (DIR		
Estimated Cost	of Project:		
Funding (Includ	ling Budget Source and/or Budget	t Codes):	
Budget Numbe	r:		
By approving the deharvesting and, if no and supports garde this garden makes includes appointing	ecessary, removal of the specified and installation, however due to limite the onsite principal the responsib	District property, you are taking regarden. Facilities Support Services uted maintenance budgets, Principal le party for maintenance and generaten is not maintained and requiredumping fees.	understands the educational value participation is vital. Approval of eral upkeep of the garden, which
	ATION: SPR Application submitted receipt of (all requirements submitted)	d to the Facilities Support Services ted) <i>applicable</i> application.	are normally reviewed within 30
School / Site Appro	wale		
School / Site Appro		oal / Site Administrator	Date

Spec	ial Project Approval Request	Project Number:
	t steps: Complete special project request for sipal/Site Administrator's signature of approval	orm and submit all appropriate paperwork listed below as well as to Facilities Support Services for processing.
	vork shall commence until project scope, mat port Services.	erials list, project schedule, site map, etc. are approved by Facilities
	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?
	What assurance does the District have that this pr safety?	oject will meet required district standards of workmanship, materials and
3.	What impact will this project have on bargaining ur	nit work?
4.	What is the plan for post-project evaluation and ho	w will district personnel be involved?
5.	Who will be responsible for future repairs and mair	ntenance needed?

Proj	ect	Number:	

District Use Only

Review of Project (Sign & Date):

Asbestos / Risk Management / SIA	Carpentry Supervisor	Electrical Supervisor
Electronics Supervisor	Glazing/Locksmith/Floor/Tile Supervisor	HVAC Supervisor
Labor/Gardener Supervisor	Paint Supervisor	Plumbing Supervisor
Project Green Specialist	Construction Manager	SEIU Steward
for	Director (Final Review & Approval)	

Reviewer(s) Comments and Questions: (Example: EL - Utility check completed)		

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