



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

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SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

FACILITIES AND MAINTENANCE

SPECIAL PROJECT APPROVAL REQUEST

School / Site:	Date:
Project Description:	
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?

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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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**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
<i>for:</i>	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)
