

**TWIN RIVERS UNIFIED SCHOOL DISTRICT
FACILITIES AND MAINTENANCE**

**Submit minimum 30 days prior to the beginning of the design process.
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 (Contractor Info. and DIR# will need to be provided projects over \$1000)			
General Contractor/Site Project Coordinator Information			
If unknown please leave blank			
Contractor Name:		Site Coordinator Name:	
Contractor Phone Number:		Site Coordinator Phone Number:	
Contractor Email:		Site Coordinator Email:	
Contractor License #			
Department of Industrial Relations # (DIR #) - Required			
Estimated Cost of Project:		\$	
Funding: (Include budget source)		\$	
Budget Code #:			
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. General 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.			
School / Site Approval:			
		Signature of Principal/Site Administrator	
		Date	
Next steps: While your project is being review by the school principal complete the items listed below. Develop a project scope of work, list of materials to be used and a detailed schedule, etc.			
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No work should be completed until scope, materials and schedule is approved.

<input type="checkbox"/> Project scope attached	<input type="checkbox"/> For Gardens: Provide list of plants that will be used
<input type="checkbox"/> Materials list attached	<input type="checkbox"/> Site map with proposed project identified
<input type="checkbox"/> Project schedule attached	<input type="checkbox"/> Mural waiver

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

2. What assurances does the District have that this project will meet required district standards of workmanship, materials and safety?

3. What impact will this project have on bargaining unit work?

4. What is the plan for post-project evaluation and how will district personnel be involved?

5. Who will be responsible for future repairs and maintenance needed?

District Use Only

Review of project (Sign & Date):

Asbestos / Risk Management	Carpentry Lead	Electrical Lead
Electronics Lead	Glazing Lead	HVAC Supervisor
Energy Manager	Plumbing Lead	Facilities manager
M & O Manager	Risk Management	Other
Executive Director General Services Final Review & Approval	Director Maintenance	Director Facilities

Reviewer(s) Comments and Questions: (Example: EL - Utility check completed) Attach another page if necessary.

☐ Approved ☐ Denied