Placentia-Yorba Linda Unified School District

Facilities and Planning

7551.3 - AR

PROCEDURES FOR MODIFICATION TO SCHOOL FACILITIES

A. <u>Purpose and Scope</u>

To provide a consistent process for the addition or modification of school murals or other visible changes to the design and appearance of school buildings.

- B. <u>Procedures</u>
 - 1. The principal shall submit a Project Request/Approval form (Exhibit A) to the Assistant Superintendent of Business Services before initiating any modification (inside or outside) to the school facility, i.e., murals, marquees, tile walls, lighting, plaques, gardens, etc.
 - 2. The request for initial approval shall include the following information:
 - Costs All costs for the purchase, installation, upkeep and repair of the requested changes are the responsibility of the individuals making the request.
 - b. Safety Individuals making the request must take into consideration the safety of students, staff and community.
 - c. Design The project should blend in with the overall design of the school and community.
 - Photos/drawings required
 - 3. The Assistant Superintendent of Business Services will present proposals to Cabinet for review.
 - 4. Final approval shall be obtained from the Superintendent.
 - 5. The district reserves the right to remove or repaint a project at any time.
- C. <u>Approved by</u>:

Doug Domene Assistant Superintendent, Business Services April 30, 2012 Date

Placentia - Yorba Linda Unified School District

Exhibit A 7551.3 Capital Improvements PROJECT REQUEST / APPROVAL FORM

	Project Location (School or De	pt Name)	Request Initiated By:		Date Request Initiated:
	PLEASE PRINT		PLEASE PRINT		mo / day / year
SUE OOL	Project Description: Describe the type of work to be done (I.e new construction, remodel, refurblsh / note location)				
	Purpose for Project: Describe the purpose and the educational benefits of the project				
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P					
R					
T					
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N T					
	Estimated Cost of Project:	Is will be used for this project?	Desired Project Completion Date:		
	Include all labor & materials Describe fund:				
	Is Volunteer Labor of Voc No.	4		Signati	ure of Initiating Party:
	Material Being Proposed?				
	After Signature of Initiating Party, please route original to Assistant SuperIntendent of Business				
Ð	Facilities Review and Approval Please Initial				
1	Is this proposed project consistent with PYLUSD facility standards?				Yes No
1	Is this proposed project consistent with current District Policies and Regulations? Yes No Signature of Division Approval:				
8 - 6					
O N	Date Approved:				
C A					
B	The School Site is authorized to proceed with conceptual Plans & S			_	for Final Approval:
I N	Estimates and Scheduling for this facilities project. After Signature of Cabinet, please return original to the Maintenance and Facilities				
N E T		, please return original to epartment for further proc		Date Approve	d:
Note Serviced to CED Januari In Str.					
Date Received by E&P:					
Cabinet Review Date: Clate Returned to F&P: Permanent Project #:					