

ADMINISTRATIVE REGULATION

Placentia-Yorba Linda Unified School District

Facilities and Planning

7551.3 - AR

PROCEDURES FOR MODIFICATION TO SCHOOL FACILITIES

A. Purpose and Scope

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. Procedures

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:
 - a. 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. Approved by:

Doug Domene
Assistant Superintendent, Business Services

April 30, 2012
Date

