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. <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. Approved by:

<u>Doug Domene</u>	<u> April 30, 2012</u>
Assistant Superintendent, Business Services	Date

Placentia - Yorba Linda Unified School District

Exhibit A 7551.3

Capital Improvements PROJECT REQUEST / APPROVAL FORM

	Project Location (School or	Dept Name)	Request Initiated By:		Date Request I	nitiated:		
	PLEASE PRIN	п	PLEASE PRINT	—I	mo / day	/ year		
S C E O O	Project Description: Descr	ibe the type of work to b	e done (I.e new construction, remodel, re	furbish /	note location)			
1								
D	Purpose for Project: Describe the purpose and the educational benefits of the project							
P								
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	Estimated Cost of Project	: What school fund	ds will be used for this project?	Desire	d Project Comple	etion Date:		
	Include all labor & materials	Describe fund:						
		_		Signat	ure of Initiating P	arty:		
	Is Volunteer Labor or Yes No Material Being Proposed?	0						
		ature of Initiating Party, p	elease route original to Assistant Superinten	dent of E	Business			
-	Facilities Review and App	arawal			nasa Inifini			
i	Is this proposed project cor	•	D facility standards?	PI	ease Initial Yes N	lo		
٧			District Policies and Regulations?		Yes N	lo		
1	Signature of Division Approval:							
i								
N	Date Approved:							
	Cabinet Preliminary Revi	ow and Approval	*. *. *. *. *. *. *. *. *. *. *. *. *. *		ature of Superint	tondent		
A B	-	•••	Signature of Superintendent for Final Approval:					
1	Estimates and Scheduling for this facilities project							
N E	Department for further proce		the Maintenance and Facilities		Date			
T				Approve	ou.			
	Date Received by E&P. Logged to By:							
1.1.1	• • • • • • • • • • • • • • • • • • • •			1		• • • • • •		