

Procedures for Proposals to Improve School Sites

Any school organization (e.g. Parent Club, Booster Club, staff and students) or non-school organization (e.g. little league group, Boy/Girl Scouts) wishing to improve a school site must secure a Proposal To Improve School Site form from the district maintenance office. The purpose of the review process is to assure that improvements are constructed in a safe, legal, and easily maintained manner by the district. The process for approval is as follows:

1. With assistance from the maintenance department, develop a proposal which shall include drawings to scale showing:
 - a. site plan indicating proposed location of equipment or landscape materials;
 - b. name of equipment or landscape materials;
 - c. materials from which equipment is to be constructed;
 - d. construction details indicating how the equipment is to be assembled and anchored in the ground;
 - e. at least a plan view and two elevations showing dimensions of all parts, methods of joining or connecting, overall length, width, and height of completed structure;
 - f. any printed material describing equipment, landscape materials, planting soil, and drainage provisions;
 - g. description of ground cover material to be placed under or around equipment and its maintenance requirements; and
 - h. safety features and safeguards.
2. Secure the approval of the building principal.
3. Submit the proposal to the maintenance department which will coordinate, and circulate to other district offices for review (e.g. safety office, district planning and property management office, district athletic office, and/or the district risk management office).
4. Should a proposal not be approved by the district maintenance office, the group making the proposal may appeal to the superintendent or his/her designee, providing they have first attempted to work with the maintenance department to jointly modify the proposal to a mutually acceptable outcome.
5. During construction, where appropriate and upon completion, projects will be inspected by the maintenance director or designee for conformance with plans and specifications. Other offices may be included in the inspection.
6. The maintenance department will file a copy of the as-built improvement and permits which may have been issued with the planning and property management office. Such as-built drawing and accompanying permits shall be provided by the project proponent.

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