

Instructions:

1. This form is to be used to gain approval for site improvement requests (ref. Board Policy 6805 and Procedure 6805P).
2. After the proposed site improvement request is approved by the building principal, it should be sent to Maintenance, where it will be either approved (no more distribution would be needed), or distributed to other pertinent departments for their input and/or approval.
3. Following review of the proposal, the applicant may be asked to modify and resubmit the proposal.
4. The building principal should notify Maintenance following installation of improvement for final on-site inspection.

1. Building / Site: _____

2. Group Proposing Improvements: _____

3. Contact Person: _____ 4. Telephone Number: (____) _____

5. Brief Description of Proposed Improvement: (please attach detailed plans including the plan or long term upkeep, if necessary)

Funding Source: _____

6. Desired completion/installation date: _____

7. Manufacturer/Supplier: _____

8. Who will install? _____

9. Do you need the District to haul away waste materials? _____

To assist the District administrative offices in evaluating the proposed improvement, please submit a drawing indicating the following:

- a. Site plan showing proposed location of improvement.
- b. Construction details, including materials/specifications to be used.
- c. Safety features or safeguards.

If there are any printed materials describing the proposed improvement, please submit a copy along with your proposal.

Preliminary Approval by building Principal: _____ Date: _____

For Office Use Only

Received by Maintenance: _____ Date: _____

Approved: No further distribution needed. Maintenance Work Order Reference Number _____ with notification to Building Principal.

To Distribution (for input):

- Risk Management
- Safety Office
- Budget Office
- _____
- _____
- Project requires modification**

Maintenance review complete, with notification of conditioned approval to building principal.

Project approved as resubmitted with suggested improvements.

Volunteer Guidelines for Community Beautifications of School Grounds

According to Board Policy 6805 and Procedure 6805P, all community groups are asked to submit a District Proposal to Improve School Site (Form F-180). Please provide as much information as possible and give **ample time** to process the request.

Process:

- Outside group submits the F-180 form to the site administrator for approval.
- Site administrator will review and forward F-180 to the maintenance manager.
- Maintenance will ensure there are no building code infractions or maintenance procedure infractions in the proposal.

Please remember that the maintenance employees belong to the SEIU (Service Employees International Union) Local 925. The Edmonds School District and SEIU have a Collective Bargaining Agreement that is negotiated and governs salaries, hours, working conditions and grievance procedures. Please remember that work belonging to that bargaining unit may not be given away to others and others may not be paid to perform that work.

The District is not promoting that schools solicit assistance from volunteer groups to do the work of the maintenance department. On occasion, parents or students may volunteer to help with the following:

1. Weeding and spreading beauty bark;
2. Marking new flower beds in designated areas, with input from Grounds Department on plan materials selection;
3. Line trimming (weed whacking);
4. Lawn and sidewalk edging;
5. Painting of playground games on the black top, with paint provided by the Maintenance Department;
6. Installing playground structures with licensed installer/supervision;
7. Lawn mowing, *only if approved in a facility use contract with the district*;
8. Mowing baseball infields to meet game day standards.

The Maintenance Department is more than willing to provide reasonable landscape materials, gravel, beauty bark, and in some cases will provide a truck to be placed at school to collect discarded materials. Grounds personnel will pick up and dump the discarded materials the following day before school starts. The keys of the district vehicle will remain in the custody of the Maintenance Department. If you have any questions, please call the Maintenance Manager directly at 425.431.7245.