



RECEIVED -

Project Number: \_\_\_\_\_

Intentionally left blank for Official Use Only

SHOPS:

DUE:

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
FACILITIES AND MAINTENANCE

SPECIAL PROJECT APPROVAL REQUEST

Form with fields for School / Site, Date, Estimated Start Date, Estimate Completion Date, Project Description, and Work to be performed by (checkboxes for Parents, Staff, Students, etc.).

Site Administrator/General Contractor/Project Coordinator Information

Form with fields for Name, Phone Number, Email, Contractor License No., Department of Industrial Relations Number (DIR), Estimated Cost of Project, Funding, and Budget Number.

Notice to Principals for Garden Projects Only:

By approving the development of a school garden on District property, you are taking responsibility for the maintenance, harvesting, and, if necessary, removal of the specified garden.

GENERAL INFORMATION: SPR Applications submitted to Facilities Support Services are normally reviewed within 30 working days of receipt of all applicable applications (all requirements submitted).

(Include a copy of the school/site plan indicating the exact location where the proposed project is to be completed)

School / Site Approval: \_\_\_\_\_
Signature of Principal / Site Administrator Date

**Next steps:** Complete a special project request form and submit all appropriate paperwork listed below, along with the Principal/Site Administrator’s signature of approval, to Facilities Support Services for processing.

No work shall commence until Facilities Support Services approve the project scope, materials list, project schedule, site map, etc.

- |                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Project Scope Attached   | <input type="checkbox"/> | For Gardens: Provide a List of Plants That Will Be Used |
| <input type="checkbox"/> | Materials List Attached  | <input type="checkbox"/> | Site Map with Proposed Project Identified               |
| <input type="checkbox"/> | Project Schedule Attached  | <input type="checkbox"/> | Mural Waiver  |
| <input type="checkbox"/> | School/Site Map Indicating Exact Location Where Proposed Project is to be Completed Attached |                          |   |

1. What work needs to be completed by District staff before the project?

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2. What assurance does the District have that this project will meet the required District standards of workmanship, materials, and safety?

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3. What impact will this project have on bargaining unit work?

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4. What is the plan for post-project evaluation, and how will District personnel be involved?

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5. Who will be responsible for future repairs and maintenance needed?

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## SPECIAL INSTRUCTIONS

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**Mural(s):****Supervisor(s) specify work review requirements:**

Please contact Zoey Walton, Paint Supervisor at (916) 395-3970 x450120 or email Zoe-Walton@scusd.edu for additional information on cost and square foot for paint information.

Murals should only be painted on properly cleaned and prepped surfaces and substrates. Floor coverings must always be used to protect them from over-spray and dripping paint. All hardware is to be masked off and protected from paint. Hardware like but not limited to door handles-hinges-sweeps and kick plates, window frames, roll-up vinyl window coverings, all ADA signage, fire alarms, speakers, light fixtures, etc. Additionally, the ADA signage code states that a contrast in color between the sign itself and the wall must be apparent and significant. The artist must apply 3 coats of TSW4 ACRYLI-MASTER anti-graffiti coating upon completion. If The mural is vandalized, the mural will be painted over with standard school colors if no anti-graffiti coating is applied.

**Tree(s) Planting:****Supervisor(s) specify work review requirements:**

Fruit trees of any kind tend to pose issues many years after planting. The trees will require harvesting for many years after planting, and often, the people who promoted the planting have long since come and gone. It then becomes an issue for the Facilities Department to deal with fruit, insects, and rodents that will be attracted once no one maintains the trees. Citrus trees often have large thorns that can be very painful. We discourage planting any tree that bears fruit, opting instead for trees that provide shade and fall color for the site. If trees become an ongoing maintenance issue for district staff, e.g., cleaning excessive rodents, the district has the right to consider removal of the trees at the site's costs.

Controlling Pests and Diseases (Site's Responsibility) - Early-spring maintenance of fruit trees is important to start the growing season correctly and to prepare the trees for healthy, vigorous growth and an abundant harvest. Without early-spring fertilizing, pest and disease control, trunk protection, weeding, and mulching, fruit trees may suffer unnecessary stunted or weak growth and damage. **As a result, the site will bear all expenses incurred for fertilization, pest and disease control, etc.**

*Refer to SCUSD's Approved Plants & Trees list.*

Planting of Trees sponsored by the Sacramento Tree Foundation and/or any other organization:

A site walk must be performed before an SPR application for tree planting is approved. This is to identify the type/number of trees and their location/setback. Please contact Tracey Hawkins, Grounds & Labor Shop Specialist, at (916)395-3970 x460420 or email Tracey-Hawkins@scusd.edu to schedule the mandatory site walk.

District's Tree Standard Setbacks (Tree to Concrete/Fence Line/Benches/Tables):

- 20 feet between trees—This provides trees with more "growing space" and better conditions under which to survive and achieve their full potential. It also allows our Facilities Maintenance Laborers to maneuver riding mowers between an existing tree and any obstruction(s).

- 20 feet between any existing building and/or objects, e.g., structures, fences, benches, backstops, sidewalks, playground equipment, etc. – Our Facilities Maintenance Laborers can maneuver riding mowers between an existing tree and any obstruction(s).

Other Guideline:

Any area that is impacted or obstructed to the extent that the Grounds Department is unable to maintain it in our normal fashion, will become the responsibility of the school to maintain going forward. Impeding access to any power equipment or riding mowers in these areas will result in the school maintaining the area.





**District Use Only**

**Review of Project (Sign & Date) (Continuation):**

Paint Supervisor:	DATE:
COMMENTS:	
<b>REVIEWER'S SIGNATURE:</b>	

Plumbing Supervisor:	DATE:
COMMENTS:	
<b>REVIEWER'S SIGNATURE:</b>	

SEIU Steward:	DATE:
COMMENTS:	
<b>REVIEWER'S SIGNATURE:</b>	

**District Use Only**

*District Use Only*

**Review of Project (Sign & Date) (Continuation):**

Design and Construction Department:	DATE:
COMMENTS:	
<i>REVIEWER'S SIGNATURE:</i>	

Operations Department:	DATE:
COMMENTS:	
<i>REVIEWER'S SIGNATURE:</i>	

Planning and Sustainability Department:	DATE:
COMMENTS:	
<i>REVIEWER'S SIGNATURE:</i>	

