

Self-Help/Community Projects Tool Library Request Form

Please note: there is no guarantee that the requested items or amount will be available at the time of your project. Paint projects and equipment are scheduled based on availability and plan approval only. Please contact the Self-Help Coordinator with all questions.

Site Location: _____ Today's Date: _____
 Project Representative(s): _____
 Email: _____ Phone: _____

Grounds Beautification/Landscaping Projects

**Summer Grounds projects are not guaranteed due to high work volume of our Grounds Crew*

Please indicate those items desired, and the number needed, in each box:

<input style="width: 100%; height: 20px;" type="text"/>	Plastic Litter Bags	<input style="width: 100%; height: 20px;" type="text"/>	Compost (Not Always Available)	<input style="width: 100%; height: 20px;" type="text"/>	Bark (Not Always Available)
<input style="width: 100%; height: 20px;" type="text"/>	Paper Yard Waste Bags	<input style="width: 100%; height: 20px;" type="text"/>	Soil (Not Always Available)	<input style="width: 100%; height: 20px;" type="text"/>	Mulch (Not Always Available)
<input style="width: 100%; height: 20px;" type="text"/>	Gloves	<input style="width: 100%; height: 20px;" type="text"/>	Other:		

Please indicate those tools desired, and the number needed, in each box:

<input style="width: 100%; height: 20px;" type="text"/>	Shovels	<input style="width: 100%; height: 20px;" type="text"/>	Loppers	<input style="width: 100%; height: 20px;" type="text"/>	Spading Forks
<input style="width: 100%; height: 20px;" type="text"/>	Rock Rakes	<input style="width: 100%; height: 20px;" type="text"/>	Hand Pruners	<input style="width: 100%; height: 20px;" type="text"/>	Wheelbarrows
<input style="width: 100%; height: 20px;" type="text"/>	Grass Rakes	<input style="width: 100%; height: 20px;" type="text"/>	Hand Trowels	<input style="width: 100%; height: 20px;" type="text"/>	Tarps
<input style="width: 100%; height: 20px;" type="text"/>	Brooms	<input style="width: 100%; height: 20px;" type="text"/>	Hand Cultivator (Hoe)	<input style="width: 100%; height: 20px;" type="text"/>	Other:
<input style="width: 100%; height: 20px;" type="text"/>	Litter Nabber				

***Note for all projects: For safety reasons, ladders and/or man lifts are not available**

****Summer Grounds projects are not guaranteed due to high work volume of our Grounds Crew. Also, power tools, of any sort, (i.e. weed eaters, hedge trimmers, etc....) are not permitted on district property, due to the potential of injury***

Painting Projects

***** Paint Projects: There are limited dates and equipment available. Please contact the Self-Help Coordinator for details. A consultation and plan must be reviewed by the Paint Department Lead. All paint colors are subject to approval. A CHANGE of color (example: painting a white room a deep purple) will need a rationale for change. The district recommendation is any shade of off-white color; up to 10 gallons will be provided by Facilities Services. A Self Help Kit will need to be checked out from Facilities and returned within the agreed upon time frame.**

Please see Paint Project Criteria and Requirements for details

RETURN THIS FORM TO: mohammad.moqadem@highlineschools.org,

OR MAIL TO THE FACILITIES OFFICE: 17810 8th AVE So, Bldg C, Burien, WA 98148

- I am responsible for the items I borrow, and will return them in the same condition, as I received them in; and, will return them on time.
- I understand I am responsible for the cost replacement of any tools that are loaned to me if not returned or damaged while in my care.
- As Project Sponsor, I am responsible for all aspects of the project, including others who are participating in the project who borrow from the Tool Library

Signature of Project Sponsor

Date