

# Project Approval Form

Name: X \_\_\_\_\_

Date: X \_\_\_\_\_

Telephone No.: X \_\_\_\_\_

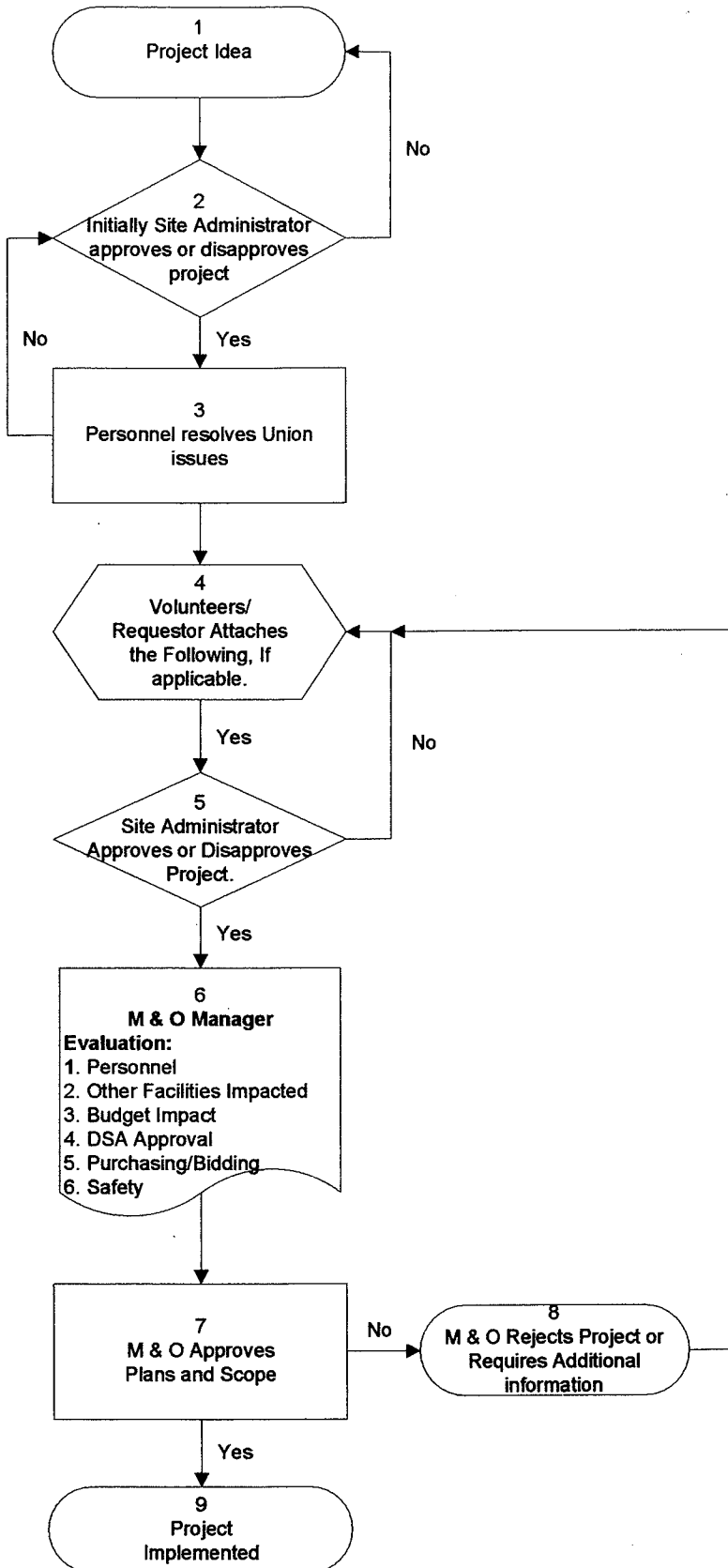
Site/Area: X \_\_\_\_\_

Representative: X \_\_\_\_\_

	Complete and Attached <small>(CHECK ONE)</small>	Authority/Signature and Date
X1. Renovation/beautification project identified.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
X2. Initially site Administrator approves or disapproves project.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>X</u> _____
3. Personnel resolve Union issues.	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
X4. Volunteer/Requester attaches the following if applicable:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>X</u> _____
Project Approval Form.		
Written Description of work	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Plans	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Budget No. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Source of Funding _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Labor:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
a. Volunteers	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b. Contract	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c. District	<input type="checkbox"/> Yes <input type="checkbox"/> No	
X5. Site Administrator approves or disapproves project.	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
6. M & O Manager will reviews project for the following:		
a. Personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b. Facility Impact	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c. Budget Impact	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d. DSA Approve	<input type="checkbox"/> Yes <input type="checkbox"/> No	
e. Purchasing and Bidding	<input type="checkbox"/> Yes <input type="checkbox"/> No	
f. Safety	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. M & O review project for constructability.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. M & O rejects or requires additional information.	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
9. M & O approves project and work commences.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:		

# Lompoc Unified School District Maintenance & Operations Proposed Projects Including Volunteer Effort

## Flow Chart Narrative



1. Renovation/beautification project identified.

2. Complete submittals submitted to the Site Administrator for evaluation.

3. Personnel Department and Union resolve labor issues.

4. Individuals/organizations shall submit the following submittals:

- a. Project Approval Form
- b. Written scope of work.
- c. Plans/drawings.
- d. Budget Number.
- e. Source of funding
- f. Labor
  - . Volunteers
  - . Contractor
  - . District

5. Site Administrator reviews project and approves or disapproves project.

6. M & O reviews project submittals for the following:

- a. Budget
- b. Funding Source
- c. Labor
- d. Facility Impact
- e. DSA Approval
- f. Bidding and Purchasing
- g. Safety

7. M & O reviews and approves submittals.

8. M & O rejects project or may need additional information.

9. Project implemented and work commences.