

TUSTIN UNIFIED SCHOOL DISTRICT  
Maintenance-Operations and Facilities Department

PROCEDURE FOR REQUESTS TO MODIFY DISTRICT BUILDINGS OR SITES

TO: K-12 Principals

FROM: Sal Sanchez, Sr. Director  
Maintenance-Operations and Facilities Department

DATE: October 11, 2021

RE: Procedure for Site Modification Requests

**WHEN IS A SITE MODIFICATION REQUIRED:**

**Building:** To ensure that we meet District policies and regulation, along with local, state, and federal codes and regulations including Division of State Architect (DSA), site construction, erection, alterations, demolition, or installation of any building feature onto District properties will need to meet the submission requirements as noted in this memo, to ensure timely completion. This includes, but is not limited to cabinets, shelving, bleachers, storage containers, marquee/monument signs, wall systems, or any structural changes or alterations having the potential of causing injury or bodily damage to students and teachers. In addition, any furniture or equipment requiring attachment to floors, walls or ceiling and/or requiring connection to utilities is included in this definition and requires the preparation of a Request for Building or Site Modification form.

**Site:** All work which changes or modifies existing playgrounds, playfields, parking lots, walkways, fencing, gates, painting, landscaping, etc. requires a Request for Building or Site Modification form to assure compliance with codes and regulations including, but not limited to, water runoff, utility locations, ADA, Fire Marshal, DSA, etc. while minimizing potential liability to the District and damage to District property.

**Note:** A Request for Building or Site Modification form must be completed and approved regardless of how the project is funded (e.g. donation/gift, ASB/Booster club, etc.) or who is doing the work (contractor or volunteers). When in doubt, please inquire with the Maintenance-Operations and Facilities Department.

**Procedures: (see attached flow chart)**

1. Depending on project scope will determine completion timeline (days, weeks, etc.).
2. Obtain a "Request for Building or Site Modification" form. The form can be located at <https://www.tustin.k12.ca.us/departments/business-services/maintenance-operations-facilities/site-modifications>

1. Complete the Request for Building or Site Modification form, identify funding (contact Facilities for estimated cost) and include Site Administrator signature. Email form to Director of Facilities at [sitemodifications@tustin.k12.ca.us](mailto:sitemodifications@tustin.k12.ca.us).
2. Maintenance-Operations and Facilities Department will review the request, visit the site, develop a scope of work, estimate cost and timeframe. For budgetary purposes a contingency of 20% will be added to the estimated project cost. This information will be communicated to site administrators for their approval.
3. Facilities will confer with M&O, if necessary, to determine if project can be completed with a work order.
4. If project is not approved, form will be sent to the Maintenance-Operations and Facilities Department. The Maintenance-Operations and Facilities Department will notify the Site Administrator.
5. If approved, form will be sent to Chief Financial Officer. Chief Financial Officer will sign the Request for Building or Site Modification form and forward to the Maintenance-Operations and Facilities Department.
  - Principal/Site Administrator will receive copy of the final cost for their approval
  - Copies of quotes, items to be purchased, and/or drawings should be attached to the purchase request.
  - Once the purchase requisition is received the Maintenance-Operations and Facilities Department will, secure information to report the project to Department of Industrial Relations (DIR), obtain insurance certifications and/or payment/performance bonds if required, and confirm with Project Manager.
6. Once the PO is approved the Maintenance-Operations and Facilities Department will communicate with the site, order the material, schedule and inspect the completed work.

**Note: Prior to approving any purchase requisition, that appears to require a Request for Building or Site Modification form, The Purchasing Department will check with the Maintenance-Operations and Facilities Department to ensure that the request has been fully approved in the Business Department.**