

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 10, 2023

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). If 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 found at <https://www.tustin.k12.ca.us/departments/business-services/maintenance-operations-facilities/site-modifications>
3. 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 facilities@tustin.k12.ca.us.
4. The 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.

5. Cabinet will review all Site Modification Requests and will either approve or decline the request
 - Cabinet may contact the site administrator directly to obtain additional information as part of the review
6. Facilities will confer with M&O, if necessary, to determine if the project can be completed with a work order.
7. If a project is not approved, the form will be sent to the Maintenance-Operations and Facilities Department. The Maintenance-Operations and Facilities Department will notify the Site Administrator.
8. If approved, the form will be sent to the Chief Financial Officer. The Chief Financial Officer will sign the Request for Building or Site Modification form and forward it 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.
9. 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, which 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. Similarly, site modifications should not occur outside this process and without Cabinet approval.