

## Small Capital Projects Request Form

### Instructions:

- 1) Use the TAB KEY or MOUSE to navigate to the desired fields and type information into the form below.
  
- 2) Print, sign, and forward the form to the appropriate Program Administrator for approval prior to sending it to Capital for processing.
  - Asst. Superintendent, Operations and School Support
  - Asst. Superintendent, Equity and Instructional Leadership
  - Executive Director, Equity and Special Education
  - Executive Director, Secondary Education
  - Executive Director, Elementary Education
  - Executive Director, Innovation & College/Career Readiness

Send the completed form to:

Capital Department  
323 12<sup>th</sup> Street NW  
Puyallup, WA 98371

Or email to [Capital Projects](#).

If you have any questions, please contact Andrea Goetsch, capital projects procurement and contracts manager, at (253) 435-6655 or email to [capitalprojects@puyallupsd.org](mailto:capitalprojects@puyallupsd.org).





For a full description of the District Small Capital Project process please note the attached Operations procedure # 05-05-03

**Small Capital Project Request**  
 Capital Department  
 323 12<sup>th</sup> St. NW  
 Puyallup, Washington 98371  
 Office: (253) 841-8641  
 Fax: (253) 841-8640

Check if this is a program emergency

Check if this is an off-cycle request

**School or Facility Name:** \_\_\_\_\_

**Building Description/Name/Site:** \_\_\_\_\_

**Funding Sources Include:**  PTA  Building  Grant  Capital  CTE

**Please describe the existing condition of your area of concern:**

**Please describe the nature of your project:**

Why is it needed? What is needed? When does it need to be done? What are the consequences of not doing it? How does this work relate to the District's Strategic Directions? Please be as specific as possible in your description. If you have any cost information, please share that with us.

**Site Administrator:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Your priority 1, 2, or 3 (1 is high)** \_\_\_\_\_

**Signature of Program Administrator:** \_\_\_\_\_

Procedure Number: 05.05.03

**TITLE: Annual Small Capital Projects Request & Processing****PURPOSE:**

This procedure defines the process for requesting a “Small Capital Project” and the annual process of implementing such projects.

**PROCEDURE:**

Each year the Capital Projects Department (Capital) follows this process for requesting and implementing annual minor capital projects. The process is as follows:

- In November, Capital advises site administrators to submit capital projects requests for the upcoming year.
  - The Small Capital Request form should be completed by the site administrator for each request to provide enough information for Capital to understand what is needed.
  - The requests should **first** be routed through the appropriate departmental leadership (*Asst. Superintendent of Business and Support Services, Asst. Superintendent of Operations and School Support, Asst. Superintendent of Equity and Instructional Leadership, Executive Director of Equity and Special Education, Executive Director of Secondary Education, Executive Director of Elementary Education, or Executive Director, Innovation & College/Career Readiness*) for their review.
  - They will then send requests to Capital.
- During January, the Capital staff will visit with site administrators to gather details for each project request, if needed, and a budget cost estimate for each project request will be developed.
- Prior to the end of February, Capital staff will have met both in-house and with the appropriate district leadership level to review and prioritize the submitted project requests.
  - A district leadership team level list of projects which fits within the district’s budget constraints of that year will have been created for implementation.
  - Capital will then issue the list of approved projects for that year to all site administrators.
- Capital will then begin the work which should be completed within a year. At that point, the process begins all over again.

It is important for the district to coordinate this annual work effort to facilitate a reasonable and equitable decision-making process and to allow time to implement projects. It can take a long time to prepare for projects as some require design work and permits. The sooner Capital receives project requests, the greater the likelihood of completing them over the summer if they are approved.

**Off-Cycle Requests** (*These projects could have been planned for*):

Site administrators may submit additional project requests out of sequence (off-cycle) during the school year utilizing the process outlined above. Due to prior staff commitments to other projects, this request may not be investigated until the next scheduled request process cycle. It is imperative that any requests which are a program emergency be clearly identified (See Program Emergencies section).

1. If funding is available for any request through resources other than Capital Projects Department budgets, this should be clearly noted with an accompanying account code, a clear indication of the dollar amount committed to this project, and the signature of the administrator who is responsible for that budget account.

2. If funding is not available for a submitted request, the request will be retained and considered during the next request cycle. Approval and funding will occur in context and consideration of all district needs.

**Program Emergencies** (*These projects could not have been anticipated*):

Capital recognizes that program emergencies occur and will attempt to accommodate emergency project requests throughout the year within the constraints of time, existing workload, district priorities, and available funding. Since resources (both financial and staffing) are limited, implementation of an emergency project request may require the cancellation of an already approved project(s) which is/are not yet completed. Such cancellation will occur in consultation with the appropriate district leadership level program

**DEFINITIONS:**

**Maintenance Request:**

Repairing something that you already have or maintaining it, so it doesn't break (addressed as a work request through maintenance). Enter a maintenance work request for these items. If you consider it an emergency, please call us and we will write it up as we respond to your need immediately. Work order priority definitions are delineated in Procedure #03.02.98

**Minor Capital Project Request:**

Minor capital projects are implemented through the above process. This type of project involves modifying something existing to make it work better for your program needs or constructing something new which is required for a new program. Capital projects can be accomplished using our staff or by hiring outside contractors.

**District Leadership Level Program Director:**

- Asst. Superintendent, Business and Support Services
- Asst. Superintendent, Operations and School Support
- Asst. Superintendent, Equity and Instructional Leadership
- Executive Director, Equity and Special Education
- Executive Director, Secondary Education
- Executive Director, Elementary Education
- Executive Director, Innovation & College/Career Readiness

**Site Administrator:**

Principal  
Any Administrator Responsible/Accountable for a Site

**RELATED DOCUMENTS:**

Annual Small Capital Project Request Form  
Maintenance Work Order Definitions Procedure 03.02.98  
PTA/PTSA Project Flowchart  
CTE Project Flowchart