

Procedure for Site Modification Requests

WHEN IS A SITE MODIFICATION REQUIRED

Building Modifications: To ensure compliance with District policies and all applicable local, state, and federal regulations, including the Division of the State Architect (DSA) a Request for Building or Site Modification form is required for any construction related activity on District property.

This includes, but is not limited to site construction, installation, erection, alteration, or demolition of any building feature. Examples include cabinets, shelving, bleachers, storage containers, marquee/monument signs, wall systems, and any structural changes that could pose a risk of injury to students or staff.

Additionally, any furniture or equipment that:

- Requires attachment to floors, walls, or ceilings, and/or
- Requires connection to utilities must be submitted through the Site Modification process.

Site Modifications: A Request for Building or Site Modification form is required for any work that alters or impacts site conditions, including but not limited to:

- Playgrounds and playfields
- Parking lots and walkways
- Fencing and gates
- Painting and landscaping

This process ensures compliance with applicable codes and regulations (e.g., ADA, Fire Marshal, DSA, utility coordination, water runoff requirements) while minimizing potential liability and protecting District property.

Important Note: A Site Modification form is required **regardless of funding source** (e.g., donations, ASB, booster clubs) or **who performs the work** (contractors or volunteers).

If there is any uncertainty, please contact the Maintenance, Operations, and Facilities Department prior to proceeding.

1. **Determine Timeline**

Project scope will dictate the overall timeline (ranging from days to several weeks).

2. **Obtain the Form**

The Request for Building or Site Modification form is available at:

<https://www.tustin.k12.ca.us/departments/business-services/maintenance-operations-facilities/site-modifications>

3. **Submit the Request**

Complete the form, identify the funding source (contact Facilities for cost estimates), and

obtain the Site Administrator's signature.

Submit the completed form to: facilities@tustin.k12.ca.us

4. Initial Review

Maintenance, Operations, and Facilities will:

- Review the request
- Conduct a site visit (if needed)
- Develop scope, cost estimate, and timeline

Note: A 20% contingency will be added to project cost estimates. This information will be shared with the Site Administrator for approval.

5. Cabinet Review

All requests will be reviewed by Cabinet for approval or denial.

- Additional information may be requested from the Site Administrator if needed.

6. Project Delivery Determination

Facilities will coordinate with M&O to determine whether the work can be completed via work order or requires additional contracting.

7. If Not Approved

The Maintenance, Operations, and Facilities Department will notify the Site Administrator.

8. If Approved

- The request is forwarded to the Chief Financial Officer for final approval.
- The Site Administrator will receive final cost confirmation.
- Supporting documentation (quotes, drawings, product details) must be attached to the purchase requisition.

Upon receipt of the purchase requisition, Facilities will:

- Report the project to the Department of Industrial Relations (DIR), if required
- Obtain insurance certificates and/or bonds, if applicable
- Coordinate with the assigned Project Manager

9. Project Execution

Once the Purchase Order is approved, Facilities will:

- Coordinate with the site
- Procure materials
- Schedule the work
- Inspect the completed project

Final Note: The Purchasing Department will verify that any request requiring a Site Modification form has received full approval prior to processing. No site modifications may proceed outside of this process or without Cabinet approval.