



Site Improvement Form

Thank you for your interest in partnering with the Washington Elementary School District!

Achievement, respect, integrity and responsibility form the foundation of our strong partnerships. We truly value the commitment and contributions from our diverse community and believe that these partnerships help provide the most successful school experience for our students, parents, community and staff.

The Washington Elementary School District is the largest elementary school district in Arizona, comprised of 32 schools and serving over 20,000 students in north central Phoenix and east Glendale. In our best effort to ensure consistent, safe, well-planned projects, we want to take a moment to share with you our process. This process was created because we value your time, effort, resources and willingness to contribute to our district. School districts have regulations and rules that must be followed to ensure safety and consistency throughout our facilities. This process can be lengthy and we value your time, so we have created a step by step process in order to set appropriate expectations and expedite the process in an orderly manner.

To help everyone accomplish your proposed project successfully, please:

1. Complete the required forms and documentation at least 30 days in advance.
2. Submit all forms and documentation to the school principal for review and approval signature.
3. The school principal will scan and e-mail required information to Alex Henriquez Francisco.Henriquez@wesdschools.org, and Danny O'Brien Daniel.Obrien@wesdschools.org in WESD Capital Projects for review. Please cc: Elizabeth Godfrey Elizabeth.Godfrey@wesdschools.org and Janel Mattfeldt janel.mattfeldt@wesdschools.org
4. Wait for the final project approval e-mail from Janel Mattfeldt, WESD Facility Use Coordinator. The site improvement project may then proceed as approved.

Again, our district is successful because of people - our students, parents, community and staff! Your contributions are sincerely valued and appreciated. We are thankful that the community is so supportive of the Washington Elementary School District.

www.wesdschools.org



Site Improvement Form

Date Form Submitted: _____

School: _____ Location (Room, Building, Field, etc.): _____

Project Description: _____

Proposed Start Date/Time*: _____ Proposed Completion Date/Time: _____

*** The WESD Capital Projects and Maintenance Department may need to include external resources (i.e. Blue Stake, environmental consultants, et al) during their review of the proposed project. Consequently, this form and the required attachments must be submitted to the school principal at least 30 days in advance of the proposed project start date. Complex projects may require additional time for internal review.**

Group Name: _____ Donation Amount: \$ _____

Responsible Party Contact: _____ Phone: _____

E-mail: _____ Mailing Address: _____

All repair, renovation, alteration, reconstruction, addition, and other site improvements on Washington Elementary School District buildings or grounds must be approved prior to the project start date by the School Principal, Capital Projects Director, and Facility Use Coordinator.

Volunteer groups that currently do not have certificate of liability insurance on file with WESD Facility Use Coordinator must provide a \$1,000,000 liability policy listing WESD as the additionally insured certificate holder.

☐ **Check here to confirm a current Certificate of Liability Insurance is on file with the WESD Facility Use Coordinator or is attached.**

Please include copies of the proposed work schedule, project plans, specifications, vendor and volunteer expertise, and necessary equipment with this form. A hand drawn sketch illustrating the project plans is acceptable. Please note:

- Under Arizona law, any improvements that require a building permit or that are valued at more than \$750 require a licensed contractor. The contractor's license classification must match the type of work performed.
- No improvement activities are permitted that will disrupt the educational program at the school.
- All donations of labor and/or materials exceeding \$300 must be approved by the WESD Governing Board. The school principal is responsible for submitting information to the Superintendent's Office.

-----Submit this WESD Site Improvement Form to the School Principal to begin the approval process-----

A preliminary review will determine if the proposed project will benefit the user and the Washington Elementary School District. **Authorization #1** will be confirmation that the proposed project has been reviewed and approved by the School Principal and donations exceeding \$300 will be submitted to the WESD Governing Board. **Authorization #2** will be confirmation that the proposed work schedule, project plans, specifications, vendor and volunteer expertise, and necessary equipment are approved by the WESD Capital Projects Director. **Authorization #3** will be confirmation that the proposed site improvement schedule does not conflict with any other facility usage and that the current required Liability Insurance is on file for the responsible group or groups. This will be the final approval of the proposed project. The WESD Facility Use Coordinator will send the final notification of project approval to the Group, School Principal, Office Manager, Facility Manager, & Capital Projects Director.

******* No work may commence until the final Authorization #3 is received *******

----- THIS AREA IS FOR INTERNAL USE ONLY -----

Authorization #1- *This area to be completed by the School Principal and emailed to Alex Henriquez, Danny O'Brien, Elizabeth Godfrey & Janel Mattfeldt.* The proposed changes have been reviewed and are approved. All donations exceeding \$300 will be submitted to the WESD Governing Board by the school principal.

School Principal Signature

Phone Number

Date

Authorization #2- *This area to be completed by Alex Henriquez and Danny O'Brien, WESD Capital Projects*

Initial

Circle if not applicable

- | | | |
|--------------------------|---|-----|
| ☐ | Project location has been tested to verify no environmental concerns are present | N/A |
| ☐ | Project location and as-builts have been reviewed for conflicts with sewer | N/A |
| ☐ | Project location and as-builts have been reviewed for conflicts with gas | N/A |
| ☐ | Project location and as-builts have been reviewed for conflicts with electrical | N/A |
| ☐ | Project location and as-builts have been reviewed for conflicts with irrigation | N/A |
| ☐ | Project location and as-builts have been reviewed for conflicts with water | N/A |
| ☐ | Project location and as-builts have been reviewed for conflicts with _____ | N/A |

Initial

Circle if not applicable

- | | | |
|--------------------------|--|-----|
| ☐ | Project location has been private located and marked | N/A |
| ☐ | Vendor/volunteer preconstruction meeting conducted onsite on _____ | N/A |
| ☐ | WESD to provide onsite supervision during project on _____ | N/A |
| ☐ | _____ | |

Comments: _____

_____	602-347-2835	_____
<i>WESD Capital Projects Director Signature</i>	<i>Phone Number</i>	<i>Date</i>

Authorization #3- *This area to be completed by Janel Mattfeldt, WESD Facility Use Coordinator*

(Final Authorization #3 will be e-mailed to Group, School Principal, Office Manager, Facility Manager, & Capital Projects)

Initial

- | | |
|--------------------------|---|
| ☐ | A current Certificate of Liability Insurance with WESD listed as the Additionally Insured is on file. |
| ☐ | This project does not conflict with other usage and is authorized to proceed effective: _____ |

Comments: _____

_____	602-347-2682	_____
<i>WESD Facility Use Coordinator Signature</i>	<i>Phone Number</i>	<i>Date</i>