

Administrative Procedure – Improvements to School Sites or School Facilities

Actor	Requirements and Actions That Must be Completed
Individual / Organization Sponsoring the Proposed Improvement	<ul style="list-style-type: none"> • Contact the Director of Buildings and Grounds to obtain the forms necessary to complete for proposed improvements to school sites or facilities. • When approval is granted by the School District to proceed with any facility or improvement project, the organization/group's President, designated officer, or legal representative is charged with the following responsibilities: <ul style="list-style-type: none"> ○ Carrying the project to completion in accordance with the plans and time schedule approved. ○ Correcting any damage done to existing facilities or improvements on the site by the work being done. (Examples of such damage include damage to concrete or blacktop paving, to sod or lawn, or drainage facilities, to underground utility lines, etc.) ○ Bearing the full costs as approved. ○ Assuming liability for all personal or property damages which may result from such projects. ○ Performing all work during times when school is not in daily session except with the expressed approval of the Director of Buildings and Grounds and the Assistant Superintendent for Planning, Technology and Operations. ○ Complying with all requirements imposed by local, state and federal rules, regulations and laws. • Upon request, the group or organization may be required to provide a certificate of insurance.
Director of Buildings and Grounds	<ul style="list-style-type: none"> • Determining that the proposal meets all the requirements of this policy. • Determining the significance and appropriateness of the proposed improvement. • Recommending approval or disapproval of the project to the Assistant Superintendent for Planning, Technology and Operations. • Notifying sponsors of the project of the approval or disapproval. • Obtaining permits, licenses, etc. as may be required. • Supervising or delegating supervision to staff to ascertain that all work is carried out in accordance with plans, permits, regulations and acceptable construction practices.
Assistant Superintendent for Planning, Technology and Operations	<ul style="list-style-type: none"> • Determine if the proposal has a significant impact on the site and/or facility to merit application of this policy or approval of the Board of Education. • Upon receipt of the recommendation of the Director of Building and Grounds and after additional review and involvement of the Superintendent if appropriate, the Assistant Superintendent may grant approval to the Director of Buildings and Grounds to have the proposal implemented.