

ESD SCHOOL AND COMMUNITY SELF-HELP PROJECTS PROCEDURE

Purpose: To outline procedures for acquiring building or school enhancements through volunteer work, donation, outside funding or sponsor/partnership contributions.

General: The Maintenance & Operations (M&O) department is responsible for all district facilities. Any facility related community service project being proposed, performed or a district facility being altered by addition or deletion requires prior M&O department review and written approval. Purchase of any components intended to be permanently affixed to existing District property must have written pre-approval by the M&O department.

It is recognized that resources and priorities may be such that the M&O department may not be able to provide facilities support in time or material desires. It is also recognized that there are persons or groups who have the desire, resources, and skills to donate to school facility enhancements. Such actions may be considered for volunteer or community support projects. Such projects are not seen as supplanting maintenance, but enhancing them.

The Everett School District welcomes volunteer work, donations, funding or sponsor/partnership contributions or projects that enhance our physical facilities. Our primary concern for such projects is that they are safe, durable, and maintainable, in compliance with appropriate code or regulation and district procedures. The M&O department may be able to help in the development of such projects or suggest alternative sources of products. The M&O department cannot provide material, powered tools or equipment unless used and/or supervised by maintenance employees.

Procedures:

1. All requests for a volunteer self-help work party must be submitted by the Building Administrator/Principal to the M&O department using a School and Community Self-help Projects proposal application. Scope of work, sketches, diagrams or drawings are helpful in evaluating projects and should accompany the request, if available.
2. The M&O department will review the projects' application for quality, safety, code, master planning, and general "do ability". Maintenance will then respond with approval, partial approval, or denial of the project. Any materials required for the project are to be funded by the requester.
3. If the project is approved or denied, a copy will be returned to the requestor (building administrator)
4. Maintenance Department inspection/acceptance of project.
 - a. If the project is built offsite, the work must be inspected by M&O prior to installation.
 - b. An inspection for acceptance will be made by maintenance personnel prior to placing the project in service. Deficiencies must be corrected prior to service or use by the district or community