

LA CANADA UNIFIED SCHOOL DISTRICT

PROJECT REQUEST

OR

PROPOSED GIFT TO DISTRICT

School _____

Date _____

Contact Person _____

Telephone _____

Organization _____

e-mail _____

- Contact Person - Please complete Section I. Obtain Principal's, Organization President's, PTA Site President, and PTA Council President's signature and forward to the Maintenance Office.
- **No** project, purchase of equipment or fundraising shall commence until this form has been completed and the project or gift is approved.
- AR 3290.1, Capital Improvement Procedures, if applicable, must be followed.

I. To be completed by the contact person. Please see reverse side for Glossary of Terms.

Description of project or equipment. Continue on reverse side if necessary.

Proposed location of project or equipment _____

Cost of project or equipment \$ _____

Specific Source(s) of Funding _____

Please mark yes, no or not applicable (N/A) to the following.

	YES	NO	N/A
1. If a project, does it comply with the District Facilities Master Plan?	___	___	___
2. If a project, is work to be completed by contractor(s)? Contractor's Name: _____ Contact #: _____	___	___	___
3. If a contractor does not complete work, is work to be completed by parents?	___	___	___
4. If equipment, is it an approved District item?	___	___	___
5. If yes, is installation part of the gift of equipment?	___	___	___
6. If installation is not included are you requesting District personnel to install?	___	___	___
7. Will the project/gift need to be maintained or replaced at District expense?	___	___	___

II. To be completed by the Assistant Superintendent of Facilities and Operations

1. If District personnel to install, estimated cost of installation \$ _____
2. Does the project or equipment require Division of State Architect approval? Yes ___ No ___
3. If a project, does it need to comply with AR 3290.1, DISTRICT CAPITAL IMPROVEMENT PROCEDURES? Yes ___ No ___
4. Please notify Assistant Superintendent when project is completed so inspection can be done.

Comments by Assistant Superintendent _____

Approval:

School Principal Date

PTA Council President Date

Organization President Date

Assistant Superintendent Date

Site PTA President Date

Deputy Superintendent Date

Superintendent Date

Continuation of Project Description

Glossary of Terms

Division of the State Architect (DSA)

The DSA provides design and construction oversight for school facilities. Construction, renovation, or addition to any permanent building or structure that involves structural, health or fire/life/safety items must be approved by the DSA.

Capital Improvements

Improvements to fixed assets, property or facilities, including buildings and grounds, and/or the purchase and installation of large equipment.

Maintenance

Projects which provide for the upkeep of property or equipment, such as painting and plumbing.

District Facilities Master Plan

The Board of Education approved plan for facilities improvement in the District.