



3614.1: CONSTRUCTION PLANNING - SPECIAL PROJECTS

I. All special projects shall require written approval by the Superintendent (or designee) prior to commencement of the project.

A. “Special projects” shall include, but not necessarily be limited to, projects that involve the following:

1. Building additions or renovations (including out-buildings)
2. Planting of trees, shrubs, flowers, or any other plants
3. Landscaping
4. Drilling, cutting, or otherwise penetrating the walls, ceilings, or floors of any facility.
5. Carpeting & painting
6. HVAC, electrical, & plumbing
7. Installation of marquees or other permanent exterior signs
8. Fencing
9. Irrigation systems
10. Sidewalks, driveways, parking lots or other concrete work
11. Playground equipment
12. Technology (including but not limited to data, voice, and video systems) that would be (or could be) connected to or impact the District’s data network

13. Any equipment or device that would become permanently affixed to any building or grounds (e.g., picnic tables, bike racks, benches, etc. that are anchored in concrete)

B. “Special projects” shall not include the following:

1. The taping of materials to walls (within the limitations provided by the fire code).
2. The tacking of materials to bulletin boards or other surfaces designed specifically for such use.
3. The moving of desks, chairs, file cabinet, or other stand alone furniture or equipment that is not fastened to or otherwise attached to the floors, walls, or ceilings of a facility.
4. The routine repairing and/or maintaining of existing facilities, grounds, and equipment by the District’s custodial, grounds, maintenance, and technology personnel.
5. The hanging of pictures, plaques, posters, etc. that are light-weight (i.e., not exceeding 10 lbs.). Such hangings shall not be in close proximity to electrical wiring; data, video, or voice cabling; HVAC control systems; or any other such installations that may be present in or on the walls.

C. All proposed special projects shall be reviewed in light of the following criteria:

1. The project must be clearly defined.
2. The project must be beneficial and desirable to the District.
3. The funding for the project must be clearly delineated and the funds must be committed and immediately available.
4. The project must contain materials and equipment that are appropriate for their intended use.
5. The project materials, equipment, and workmanship must meet the standards of the District for those

areas for which standards have been established (e.g., color and quality of paint, width and depth of sidewalks, make and model of defibrillators, etc.).

6. The project shall not present unacceptable long-term operational, maintenance, licensing, or other expenses for the District.

7. The project must meet all building, fire, and safety codes; all ADA requirements; and all other requirements of local, state, and federal law.

8. The project must not interfere with the physical integrity of (or access to) existing utilities, cabling, irrigation systems, or other installations (either above or below the surface) or, in the alternative, must provide for the relocation of such installations.

9. The outside contractors (or others acting as such) for the project shall possess the appropriate skills and experience and, further, shall carry insurance coverage deemed appropriate by the District (with the District named as an additional insured).

10. Any other reasonable criteria deemed appropriate by the Superintendent (or designee).

II. The District may require that a project be designed by an architect and/or engineer. The architect and/or engineer shall be selected by (and be directed by) the District. The cost of such services shall be paid for by the District.

III. All applications for approval of special projects must be submitted by the building principal (or the highest ranking administrator at a site without a principal). If any student, parent, or community groups are directly involved in a special project, such group(s) shall work directly with and through the building principal. They shall not work with or through the District's architects, engineers, or project managers. After a special project is approved, the building principal shall periodically update the Superintendent (or designee) on the progress of the fundraising activity for the special project, if any.

IV. No administrator shall approve (or acquiesce to) any special project being conducted in the facilities or

on the grounds under his/her supervision unless such project has received prior written approval as noted hereinabove. Administrators and building principals shall not enter into any contracts for special projects. The Superintendent (or designee) shall have the sole authority to enter into such contracts. The Superintendent (or designee) shall also have the sole authority to approve any alterations or changes to the special project suggested by the contractor or by the District's architects, engineers or project managers.

V. Any employee who has knowledge of the planning or commencement of an unapproved project in the facilities or on the grounds of the District shall immediately notify the Superintendent (or designee) or the administrator who has supervisory responsibility for such facilities or grounds.

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September 16, 2013

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Reaffirmed

May 3, 2010

Related Policies and Rules

[3614: Construction Planning - Special Projects](#)