



SELF-HELP
PROJECTS

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PROCEDURE

Introduction

The District recognizes the value of parent participation in projects which will strengthen the bond between students and the school. Self-help projects are a good example. They may be initiated by a parent group wishing to become involved in a self-help painting project such as a wall mural or graphics, identifying room numbers, or wishing to create a special playground area on the school grounds. Procedures have been identified to assist groups in understanding the need for pre-planning, organizing, community involvement, and other aspects involved such as obtaining permits and identifying the source of funds.

Procedure

1. PAINTING PROJECTS

a. PTSA or Community Group

- (1) Originates project
- (2) Prepares tentative sketch plans
- (3) Requests approval of Facilities Specialist
- (4) Signs Memorandum of Agreement
- (5) Schedules painting in conjunction with Facilities Department

b. Facilities Department (Maintenance Section)

- (1) Reviews request
- (2) Contacts originator
- (3) Prepares Memorandum of Agreement
- (4) Schedules work
- (5) Inspects, and provides technical assistance

NOTE: See Facilities Manual for complete details.

2. PLAYGROUND CONSTRUCTION

a. PTSA or Community Group

- (1) Originates project
- (2) Acquires principal's approval
- (3) Forms "Self-Help" Playground Committee



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- (4) Prepares preliminary concept, preliminary plans, and detailed plans; completes all requirements, including signing a Memorandum of Agreement.

b. Facilities Department

- (1) Reviews requests, plans
- (2) Contacts Self-Help Committee Chairperson
- (3) Prepares Memorandum of Agreement
- (4) Inspects projects during construction, and provides final follow-up inspections.

NOTE: See Facilities Manual for complete details.

3. PLAYGROUNDS, REPAIRS, AND SAFETY CORRECTIONS

a. Principal/Custodian

- (1) Principal or custodian identifies need for repair work or correction of unsafe conditions.
- (2) Custodian makes minor repairs, if possible.
- (3) Principal or custodian reports need for repair work to the Maintenance Section and informs the school safety committee.

b. Maintenance Section Staff

- (1) Investigates the need for repair work as reported by the principal, custodian, and/or others.
- (2) Categorizes repair work as minor (under \$800.00) or major (\$800.00 and over). If minor, issues a work order to make the needed repairs. If major, requests development of a plan and estimate.
- (3) Serves in an advisory capacity to the school safety committee in the review and decision-making process.
- (4) Initiates action to remove any unsafe playscape part or component which constitutes an imminent hazard. Coordinates with the principal and school safety committee in this process.



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- (5) Issues work orders for minor repairs.
 - (6) Investigates major repair/safety items and prepares recommendations, detailed estimate, and plans, if required.
 - (7) Issues work orders for minor repairs.
 - (8) Implements minor repair work as well as major repair work if the latter is estimated to cost less than \$7,500 and is funded from other than the facilities budget.
- d. School Safety Committee
- (1) Reviews recommendations and estimates for major repair work.
 - (2) Involves PTSA or community group and technical staff in review and decision making process.
 - (3) Determines scope of work (e.g., demolition, modification, or repair) within the limits of the technical recommendations.
 - (4) Identifies the funding method if repair and modification are desired.
- e. PTSA or Community Group (with representation by PTSA)
- (1) Serves in advisory capacity to the school safety committee in the review and decision making process.
 - (2) Organizes, directs, and supervises work parties when the community group is authorized to make repairs.
 - (3) Exercises option to utilize community group work parties to make major repairs or provide funding for same to the School District.
- f. Instructional Division
- (1) Seeks alternate funding source(s) if the school or community group is not able or willing to provide either funds or work parties to complete the repair work.

NOTE: See Facilities Manual for complete details.