

Superintendent Procedure 6807SP

Self Help Facilities Improvement Projects

Approved by: s/Larry Nyland Date: 10/15/14

Dr. Larry Nyland, Interim Superintendent



The Seattle School Board recognizes the value of Self Help facilities improvement projects and allows and encourages Self Help facilities improvement projects as a means to (1) strengthen school/neighborhood/ community bonds; (2) augment Seattle School District resources; (3) instill pride among students, staff, and families; and (4) foster good will within the community.

The following procedures shall be followed when initiating and implementing a Self Help facilities improvement project.

A Self Help facilities improvement project is defined as any project that improves the Seattle School District's buildings or grounds that is initiated, funded and carried out by individuals or groups other than the District's Facilities, Capital or Technology departments' staff. Some examples of Self Help projects include, but are not limited to, enhancing a playground, grounds cleanup and beautification, developing a school garden, interior and exterior painting, creating an art feature, performing a corporate service project, and conceptual site planning.

The Superintendent or his/her designee shall identify staff to manage the review, approval and facilitation of Self Help facilities improvement projects. Self Help staff as needed shall develop or update checklists and guidelines for various types of projects, consistent with District policies and procedures, District design standards, District educational specifications, governmental regulations, and sound business practices.

Completed Self Help projects become the property of the District. The District may remove or alter a Self Help project in the future if deemed necessary. Examples of reasons when a project may be removed include, but are not limited to, (1) safety concerns; (2) age and condition; (3) student capacity; and/or (4) facilities renovation.

Steps to implement a Self Help Project:

1. When an individual or group (project sponsor) is proposing a Self Help facilities improvement project, s/he shall communicate with the school's principal, or in the case of an administration building or a closed school, talk to the building manager or District property manager, to gain endorsement of the project.
2. The project sponsor shall contact the District's Self Help projects' office to discuss the project concept with Self Help staff. Staff will provide guidance and a project checklist, where applicable, for the project to proceed in the appropriate direction.

3. The project sponsor shall complete an Application for Self Help Project Approval; obtain the school Principal's signature on the application; and submit the application to the Self Help projects' office. The form is available on the School District web site.
 - a. In the case of grounds cleanup projects, the project sponsor shall complete and submit a Grounds Beautification Project Registration Form, signed by the school principal. The form is available on the Seattle School District web site.
4. Upon receipt of a Self Help Application for Project Approval, Self Help staff will:
 - a. Schedule review of the Application by the Self Help Review Team, which is comprised of District staff members representing self help, planning, maintenance, operations, grounds, resource conservation, risk management, and environmental (hazardous materials) interests. The review team's purpose is to ensure projects:
 - (i) Are appropriate for District buildings and grounds;
 - (ii) Complement programs taught in the District's schools;
 - (iii) Are completed consistent with District policies and standards, including but not limited to, insurance, competitive bidding, prevailing wage, and warranties;
 - (iv) Are completed consistent with applicable city, county, state and federal laws and regulations including, but not limited to, hazardous materials and building permits; and
 - (v) Provide a record of the completed work.
 - b. Outline in writing and provide to the project sponsor the Conditions of Approval which need to be followed in order for the project to proceed; or in writing deny the project with an explanation.
5. Upon receipt of a Grounds Beautification Form, Self Help staff will review the registration form regarding project scope and determine whether the project is appropriate for District grounds. Staff will then contact the project sponsor to discuss the project schedule and details, and outline resources the District will provide to assist with the project; or, in the case where the proposal is not appropriate for District grounds, discuss with the project sponsor how to tailor the project to conform to District needs, or deny approval of the project.
6. The project sponsor shall carry out the project in a timely manner consistent with the stipulated Conditions of Approval. Self Help staff shall oversee, assist and encourage project sponsors during implementation of the project.
7. Upon completion of the project, Self Help staff will inspect the work and, where applicable, issue a written Acceptance of the Work.
8. Self Help staff will coordinate with the project sponsor to provide an as-built record of the project, and file records with the District's Construction Records coordinator as appropriate.

Self Help Projects Checklists and Guidelines:

1. Self Help Projects' staff shall develop checklists and guidelines for various categories of projects to assist project sponsors with planning and implementing their project. Guidelines, where applicable, shall include discussion of the following:
 - a. Insurance requirements shall be consistent with District practices for the type of project.
 - b. Where the project involves work with hazardous materials, such as asbestos or lead paint, the work shall be performed only by District personnel or properly qualified contractor personnel. If performed by contractor personnel, the contract shall include insurance provisions consistent with District practice.
 - c. All workers employed in a Self Help project (excluding individuals who volunteer their time) shall be paid not less than the prevailing wage. Contractors shall not be required to provide Department of Labor and Industries documentation of compliance beyond a certified payroll.
 - d. Competitive bidding and selection of consultants shall be consistent with District practices for the type of Self Help project.
 - e. Construction contracts shall include, but are not limited to:
 - (i) Waiver and indemnity: The District will not agree to pay the costs of correcting faulty work or indemnify sponsors of self-help projects from claims by contractors. Sponsors are expected to fully fund and properly complete projects once approval is granted by the District to proceed with a project.
 - (ii) Warranty requirements: Any contract for work shall require that upon completion all equipment and material warranties be assigned to the District.
 - (iii) Provisions addressing retainage, insurance, prevailing wages and hazardous materials.

Approved: October 2014

Revised:

Cross Reference: Policy No. 6807; 6114