



Site Improvement Form

Date Form Submitted: _____

School: _____ Location (Room, Building, Field, etc...): _____

Project Description: _____

Proposed Start Date/Time*: _____ Proposed Completion Date/Time: _____

*** The WESD Capital Projects and Maintenance Department may need to include external resources (i.e. Blue Stake, environmental consultants, et al) during their review of the proposed project. Consequently, this form and the required attachments must be submitted to the school principal at least 30 days in advance of the proposed project start date. Complex projects may require additional time for internal review.**

Group Name: _____ Donation Amount: \$ _____

Responsible Party Contact: _____ Phone: _____

E-mail: _____ Mailing Address: _____

All repair, renovation, alteration, reconstruction, addition, and other site improvements on Washington Elementary School District buildings or grounds must be approved prior to the project start date by the School Principal, WESD Director of Capital Projects and Maintenance, and WESD Facility Use Coordinator.

Volunteer groups that currently do not have certificate of liability insurance on file with WESD Facility Use Coordinator must provide a \$1,000,000 liability policy listing WESD as the additionally insured certificate holder.

Check here to confirm a current Certificate of Liability Insurance is on file with the WESD Facility Use Coordinator or is attached.

Please include copies of the proposed work schedule, project plans, specifications, vendor and volunteer expertise, and necessary equipment with this form. A hand drawn sketch illustrating the project plans is acceptable. Please note:

- Under Arizona law, any improvements that require a building permit or that is valued at more than \$750 require a licensed contractor. The contractor's license classification must match the type work performed.
- No improvement activities are permitted that will disrupt the educational program at the school.
- All donations of labor and/or materials exceeding \$300 must be approved by the WESD Governing Board. The school principal is responsible for submitting information to the Superintendent's Office.

-----Submit this WESD Site Improvement Form to the School Principal to begin the approval process-----

A preliminary review will determine if the proposed project will benefit the user and the Washington Elementary School District. **Authorization #1** will be confirmation that the proposed project has been reviewed and approved by the School Principal and donations exceeding \$300 will be submitted to the WESD Governing Board. **Authorization #2** will be confirmation that the proposed work schedule, project plans, specifications, vendor and volunteer expertise, and necessary equipment are approved by the WESD Capital Projects and Maintenance Department. **Authorization #3** will be confirmation that the proposed site improvement schedule does not conflict with any other facility usage and that current the required Liability Insurance is on file for the responsible group or groups. This will be the final approval of the proposed project. The WESD Facility Use Coordinator will send the final notification of project approval to the Group, School Principal, Office Manager, Facility Manager, and the WESD Capital Projects/Maintenance Director.

******* No work may commence until the final Authorization #3 is received *******

----- **THIS AREA IS FOR INTERNAL USE ONLY** -----

Authorization #1- This area to be completed by the School Principal and sent to Mike Kramer, Kim Orozco & Erika Williamson. The proposed changes have been reviewed and are approved. All donations exceeding \$300 will be submitted to the WESD Governing Board by the school principal.

School Principal Signature

Phone Number

Date