

Cotati-Rohnert Park Unified School District

**MAINTENANCE AND OPERATIONS DEPARTMENT
SPECIAL FIELD PROJECT PROPOSAL**

Instructions:

- 1) **Requestor** must complete the attached form and include detailed information regarding the project. Provide a sketch that identifies the location on field, and a diagram of the project. Forward *Special Field Project Proposal* to the Director of Facilities/Maintenance & Operations.
- 2) **Director of Facilities/Maintenance & Operations** will review impact on the field, need of project, and ongoing maintenance by District personnel. a) If denied, Director of Facilities/Maintenance & Operations will return to requestor with explanation. b) If approved, Director of Facilities/Maintenance & Operations will forward packet to the Chief Financial Officer.
- 3) **Director of Facilities/Maintenance & Operations** will assign a project number and evaluate conformance with *State and Local building codes*, review impact on workload and ongoing maintenance needs by District personnel.
a) If denied, Director of Facilities/Maintenance & Operations will return to requestor with explanation. b) If approved, a copy of the packet will be forwarded to CSEA President for review. The original packet will be forwarded to the Chief Financial Officer and a copy will be retained for archives.
- 4) **Chief Financial Officer** will review packet. a) If denied, Chief Financial Officer will return packet to requestor with explanation. b) If approved, packet will be returned to Director of Facilities/Maintenance & Operations. Director of Facilities/Maintenance & Operations will notify requestor.

If this project involves either volunteer or contractor labor:

- 5) **CSEA President** will review the packet and forward any concerns to the Director of Facilities/Maintenance & Operations. The CSEA president's signature denotes review and accepts this document as an approved MOU for this project only. Return signed packet to Director of Facilities/Maintenance & Operations.

Upon completion of this project Cotati-Rohnert Park Unified School District personnel will handle all ongoing maintenance responsibilities.

Upon completion of the project, the Director of Facilities/Maintenance & Operations will schedule a final inspection.

Liability Clause

It is the responsibility of the requesting organization to fund the repair of any damage caused during the project. If repair is not completed in a timely manner a contractor will be hired by Maintenance and Operations and the cost passed onto the site.

Date of request: _____ Site: _____

Requestor: _____ Phone: _____

Project Title: _____ Project Number _____
(Assigned by M&O)

Contact Name: _____ Phone: _____

REQUIRED INFORMATION

What _____

Where on campus _____

Who will perform work _____

Benefits _____

Expected ongoing maintenance _____

Completion by (enter date) _____

Requestor Signature Date

Director, F/M & O Date Approved Denied

Chief Financial Officer Date Approved Denied

If project involves either volunteer or contracted labor

CSEA President Date Agree as an MOU

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**MAINTENANCE AND OPERATIONS DEPARTMENT-SPECIAL FIELD
PROJECT PROPOSAL**

Detailed Description & Sketches
(Use additional sheets as attachments if more space is required)