

GARDEN GROVE UNIFIED SCHOOL DISTRICT
Office of Business Services
Procedure for Site Modification Requests

PROCEDURE FOR REQUESTS TO MODIFY DISTRICT BUILDINGS OR SITES

Please note the definitions below. They apply to projects that require prior approval of a “Request for Building or Site Modification” form (No. 9705.13). If the project you envision meets any of these criteria, please follow the procedure below the definitions. Thank you.

WHEN IS A SITE MOD REQUIRED?

Building: Construction, erection, alterations, demolition, or installation of any building feature onto District properties can only be undertaken if we meet local, state & federal codes and regulations including DSA. This includes, but is not limited to cabinets, shelving, bleachers, storage containers, wall systems, or any structural changes or alterations having the potential of causing injury or bodily damage to students and teachers. In addition, any furniture or equipment requiring attachment to floors, walls or ceiling and/or requiring connection to utilities is included in this definition and requires the preparation of a Request for Building or Site Modification form.

Site: All work which changes or modifies existing playgrounds, playfields, parking lots, walkways, fencing, gates, painting, landscaping, etc. requires a Request for Building or Site Modification form to assure compliance with codes and regulations including, but not limited to, water runoff, utility locations, ADA, Fire Marshal, DSA, etc. while minimizing potential liability to the District and damage to District property.

Procedures (see attached flow chart)

1. Obtain a “Request for Building or Site Modification” form (No. 9705.13) from Facilities. An electronic version is available.
2. Complete the form including Site Administrator signature and send via district mail to Assistant Superintendent (Elementary/Secondary/Special Education) for approval of educational need.
3. Forward the completed and approved form to the Director of Facilities. Project will be assigned to a Project Manager.
4. Project Manager will review the request, visit the site, and develop a scope of work and estimated cost and timeframe. A contingency of 20% will be added to the estimated project cost. This information will be communicated to site administrators.
5. Project Manager will confer with M&O, if necessary, to determine if project can be completed with a work order. If not, Project Manager will make a recommendation to the Assistant Superintendent of Business.
6. If project is not approved, form will be sent to Purchasing. Purchasing will notify the Site Administrator and the respective Assistant Superintendent (Elementary/Secondary/Special Education).
7. If approved, the Assistant Superintendent of Business will sign the form and forward to Purchasing. Purchasing will follow up for any additional approvals and obtain a purchase request (form 72.08634) from the site for the estimated cost of the project.
 - The purchase request should contain wording such as: “Please reference Request for Building or Site Modification approved on mm/dd/yy.”

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- Copies of quotes, items to be purchased, and/or drawings should be attached to the purchase request.
 - Once the signed purchase request is received, Purchasing will route the site mod packet for approvals (K-12 Educational Services, Information Technology, Assistant Superintendent(s), Budget, etc.), secure information to report the project to Department of Industrial Relations (DIR), obtain insurance certifications and/or payment/performance bonds if required, and confirm with Project Manager.
8. For approved projects, purchase order will be printed, and copies will be routed as follows:
- Accounts Payable – to Accounting
 - Purchasing – retained in Purchasing; copies made for Site Mod file (Purchasing)
 - Requestor – to site
 - Receiver – to Project Manager (Facilities)
 - Vendor
9. All inspections/work will be scheduled and/or materials will be ordered. Facilities will coordinate installation with the site, contractor, etc.

Note: Prior to approving any purchase requisition that appears to require a Request for Building or Site Modification form, Business Services will check with Facilities to ensure that the request has been fully approved.