



Facility Services
2445 LaPorte Avenue
Fort Collins, CO 80521
(970) 490-3333
www.psdschools.org

Project Proposal

The following project is being proposed for the site listed below. If necessary, additional documentation (i.e. drawings/plans for classroom modifications, building alterations, landscape plans) is attached.

Date _____
Site _____
Contact Person _____
Phone _____ **Email** _____

General Information:

- Facility Services or Planning, Design & Construction will provide project management services.
- This project must conform to district policy [EC – Property Management](#) and administrative guideline [Buildings & Grounds Modifications/Improvements - FS-010](#).
- This project must be in compliance with Title IX.
- For Outdoor Services projects, see [Landscape Project Guidelines - FS-420](#).
- Proposal forms submitted after March 1 may not be considered for completion until the following school year.
- If approved, Facility Services personnel will create a schedule for completion.

Description:

Funding:
Estimated Initial Cost (documentation required): _____
Initial Funding Source (i.e. school resources, grant, district funds): _____
Estimated Ongoing Cost (documentation required): _____
Ongoing Funding Source (i.e. site budget code): _____

Impact to:

- existing programs and/or services (i.e. Early Childhood, Integrated Services, Transportation):

- neighborhood (i.e. outdoor projects):



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Desired Result for Students:

Curriculum Connections:

Additional Information:

It is the site's obligation to continue maintenance of all landscape projects even if current administration, staff, parents, students, or community members are no longer involved with the site and/or project. In the event the site can no longer comply with this Project Proposal, Facility Services reserves the right to alter, replace, and/or repair as necessary to restore the affected district property to its original state, with all associated costs paid by the site by the budget code provided above.

Approval:

Principal

Date

Assistant Superintendent

Date

Director of Facility Services or designee

Date

Director of Information Technology or designee
(if applicable)

Date



EC – PROPERTY MANAGEMENT

Poudre School District property, including grounds, buildings and other facilities, represents a major investment of public money, and as such shall be efficiently utilized, economically managed, and properly maintained in accordance with governing federal, state and local laws and applicable District policies and regulations.

GENERAL RESPONSIBILITIES

The superintendent or superintendent's designee(s) shall establish administrative guidelines and procedures for the management, maintenance and protection of all District property, and shall have general oversight responsibility for:

1. Facilities planning, design, and construction;
2. Facilities and grounds;
3. Property management;
4. Custodial services;
5. Utilities management and environmental services;
6. Transportation;
7. Food services; and
8. Safety, security, and emergency planning.

GOVERNING PRINCIPLES FOR THE MANAGEMENT, MAINTENANCE AND PROTECTION OF DISTRICT PROPERTY

District property shall be managed and maintained in accordance with all governing laws and District policies and regulations.

Any material change in the intended use of District grounds, buildings and other facilities shall be approved by the superintendent or superintendent's designee.

All remodeling, retrofitting, renovations, repairs, modifications, additions and other improvements of District grounds, buildings and other facilities shall be coordinated through the Operations Department and shall be made in accordance with governing laws and District policies and regulations, including but not limited to applicable building codes and educational and technical specifications. Operations Department staff shall work collaboratively with site managers regarding the nature and scope of such improvements needed/requested, cost and source(s) of funding for such improvements, timeline for completion of such improvements, special considerations regarding the impact work on such improvements may have on operations at the site, and prioritization of improvement projects between sites.

Approved by Superintendent: October 13, 2008

LEGAL REFS:

- 6 CCR 1010-6, Rules 1-101 et seq.
- 6 CCR 1010-6 Rules 2-101 et seq.
- 6 CCR 1010-6, Rules 3-101 et seq.
- 6 CCR 1010-6, Rules 4-101 et seq.
- 6 CCR 1010-6, Rules 5-101 et seq.
- 6 CCR 1010-6, Rules 10-101 et seq.

CROSS REFS:

- CFD, Site-Based Management
- DJB, Purchasing Procedures

Title: Buildings & Grounds Modifications/Improvements Facility Services	Procedure No.:	FS-010
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Purpose of Buildings & Grounds Modifications - Improvement Procedures

In accordance with district policy EC – Property Management, modifications, additions, and/or improvements to district buildings or grounds shall be coordinated through the operational services departments (i.e. Facility Services; Information Technology; Planning, Design and Construction; Security). All facility improvements shall conform to applicable building codes and educational and technical specifications.

All modifications, additions, and/or improvements to district buildings or grounds shall be performed by district/operational services department approved persons, or licensed contractors. This includes, but is not limited to, painting, plumbing, electrical work, flooring, carpentry work, installation of athletic equipment, climbing walls, signage, or buildings and grounds modifications/improvements of any kind.

Project Initiation

Operational services staff shall work collaboratively with principals/site managers to develop a plan outlining the scope of any work needed/requested, priority, estimated cost, and source of funding and/or accountability. This collaborative effort shall provide a means of communicating an awareness of what work is being planned, the proposed work schedule, the responsible party for carrying out the work, and any impact the work will have on the normal operation of the facility.

To begin the process, call the Customer Support Center at 490-3333 to request an estimate through the work order system. Operational services staff will provide information and direction regarding the estimate for any building or grounds modification, addition and/or improvement. If applicable, a Project Proposal form, found on the Facility Services homepage, may be required.

Requests for building or grounds modifications and/or improvements shall receive a staff response within 10 business days. Once initial contact with the requestor is made by operational services staff, they shall have 30 business days to review the proposed project. Once the review process is finalized, the project timeline may vary due to availability of materials, as merited by weather conditions, or due to other unforeseen conditions.

Regulatory Requirements and Governing Bodies

All PSD buildings or grounds modifications/improvements shall meet the following Federal, State, and local building codes, regulations, guidelines, and directives:

- o International Building Code (IBC) 2006
- o International Fire Code (IFC) 2006
- o National Electrical Code (NEC) 2006
- o International Mechanical Code (IMC) 2006
- o International Plumbing Code (IPC) 2006
- o International Energy Code (IEC) 2006
- o International Code Council (ICC)
- o National Fire Protection Association (NFPA) 2006
- o Consumer Products Safety Council (CPCS) 2006
- o Americans with Disabilities Act (ADA)
- o American Society for Testing and Materials (ASTM)
- o Larimer County Health Department
- o Colorado Department of Public Health and Environment
- o State Board of Health, Rules and Regulations Governing Schools (2003)
- o Colorado Retail Food Establishment Rules and Regulation
- o National School Lunch Program
- o USDA Rules
- o Title IX
- o The Office of Head Start Monitoring Guides

This list is not intended to be all inclusive. Specific projects may fall under the direction of additional codes, regulations, guidelines, or directives.

Modifications/improvements may require a building permit and be inspected by:

Colorado Department of Public Safety, Division of Fire Safety 7CCR 1101-7

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PSD Insurance and Vendor Requirement

All contractors, companies, volunteers and individuals doing any modifications/improvements to PSD buildings and grounds shall provide proof of district insurance requirements and/or be an approved vendor. These requirements can be found on the Purchasing and Materials Management website.

Procedure Maintenance

The director of facility services, or designee, shall maintain these procedures.

Title: Landscape Project Guidelines – Outdoor Services	Procedure No.:	FS-420
	Effective Date:	03/11/11
	Supersedes No.:	12/03/10
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Introduction

In accordance with FS-010 – Buildings & Grounds Modifications/Improvements, sites considering any type of landscaping project should review these guidelines **before** beginning the project.

The PSD Landscape Project Guidelines apply to **all** landscaping projects, including, but not limited to, the following:

- Nature centers
 - Flower beds
 - Gardens
 - Outdoor classrooms
 - Special plantings or memorials (e.g., trees, benches, plaques, etc.)
-

Purpose of Landscape Project Guidelines

The Landscape Project Guidelines were developed to ensure that:

- Shrubs and trees are planted where they can be maintained easily by Outdoor Services personnel during the course of their normal duties.
 - Flowers or other plants are planted in appropriate areas that will receive water from the existing sprinkler system.
 - All shrubs, trees, flowers, and other plants are approved by Outdoor Services and are appropriate for the climate and soil conditions at each site.
 - Each site's sprinkler system is kept functional and that nothing is planted on top of it or in an area which will block the sprinklers or cut through or grow into the lines.
 - All landscaping is compatible with the existing landscape design.
 - All landscaping is compatible with the district's pesticide and herbicide control plans.
 - Energy management is considered (e.g., irrigation operation expenses).
 - "Xeriscape" landscaping (low maintenance/low water plantings) is considered and encouraged.
 - Pertinent safety issues are addressed (e.g., placement of guide wires for tall trees, placement of fences, maintaining emergency access to playing fields, etc.).
 - Technical support and design review are facilitated by Outdoor Services personnel during the planning and design phases of the project.
-

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Process for initiating a landscape project

Sites shall follow these steps to initiate a landscape project:

1. The site manager shall call the district's Customer Support Center (CSC) at 490-3333 to request an estimate for the proposed landscape project.
2. The site shall discuss its final project proposal and landscape plan with Outdoor Services personnel. The site's final landscape proposal shall include the scope of work, landscape drawing, timeline, and proposed budget.
3. Once consensus has been reached between Outdoor Services and the site manager regarding the proposed project, the site manager shall enter into a written Landscape Project Agreement with Outdoor Services before project work will begin.
4. To initiate project work, the site manager shall call CSC at 490-3333 to initiate a work order – with a budget code – for the landscape project.
5. Reference FS-010, Buildings and Grounds Modifications/Improvements, available on the PSD Facility Services website.

Designing, planting and maintaining site-based gardens

Sites requesting to develop a site-based garden shall follow the following guidelines:

Site responsibilities for garden location and design are as follows:

- Plot must be a minimum size of 20' x 20' and maximum size of 50' x 50'
- Location must be fenced for space definition and safety purposes, and beds must be raised. Fencing must be done using PSD chain link standard fence and mow strip, and approved by the outdoor services manager or designee. Do not use chemically treated lumber for raised beds
- Must have pedestrian and truck access, with durable, defined pathways
- Alternative water source must be identified for when irrigation is not operational
- Perennials, annuals, fruit trees and shrubs are allowed
- Design must be submitted and approved by outdoor services manager or designee

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Designing, planting and maintaining site-based gardens, continued

Site responsibilities for garden maintenance are as follows:

- No invasive plants shall be allowed (i.e. mint, dill, fennel, horseradish)
- Beds shall be amended annually with organics (leaves, compost, etc.)
- An organizational structure must be in place for planting, maintenance and harvesting; a maintenance plan for the summer must be included
- Site must provide appropriate tools for maintenance and provide a convenient and secure location for tool storage
- All participants must be trained on the safe usage of tools and maintenance of garden
- Debris must be removed from beds at the end of the season, with a plan for debris disposal in place (i.e. compost bin, etc. – not landfill)

All garden plans shall be approved by the outdoor services manager, or designee, prior to beginning the project. Outdoor Services personnel shall provide all repair work, with the cost being chargeable to the site.

It shall be the site’s obligation to continue maintenance on the project even if current site administration, site staff, parents, students, or community members are no longer involved with the site. In the event the site can no longer comply with the site garden guidelines, Outdoor Services reserves the right to alter or remove any and/or all items associated with the project.

Planning and design services available from Outdoor Services

Outdoor Services may provide the following planning and design services:

- Technical support through all phases of the project, from inception to completion
- Coordinating with outside consulting or technical support and training (e.g., CSU, National Forest Service, State Forest Service, etc.)
- Coordinating donated or inexpensive plantings (e.g., trees, shrubs, wild flower seed, flowering plants, etc.)
- Providing existing site, irrigation, drainage, or snow removal plans
- Planning and design support related to safety issues (e.g., edging, temporary staking, construction fences, etc.)
- Reviewing designs for compliance with city, county, and state regulatory agency codes and guidelines
- Analyzing design impact on existing sidewalks, pavement, adjacent facilities, and irrigation or drainage systems
- Providing approval of all plantings to ensure plants meet district criteria (e.g., caliper, species, zone, etc.)
- Developing project timelines and proposing seasonal recommendations

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Construction and installation services available from Outdoor Services

Outdoor Services shall provide the following construction and installation services:

- Approving all vendors in accordance with district policy
- Coordinating bidding; project supervision, work, and safety precautions; and project warranty work
- Providing ongoing technical support and inspection of construction or installation for compliance with codes, guidelines, design, and quality workmanship

Maintenance services available from Outdoor Services

The following items shall be maintained by Outdoor Services:

- Irrigation programming and repair shall be completed by Outdoor Services. Any supplemental watering shall be the responsibility of the site unless otherwise specified in the submitted Project Proposal.
- Vandalism repair shall be coordinated by calling CSC at 490-3333.
- Outdoor Services can deliver mulch to the site if the site initiates a work order to do so by calling CSC at 490-3333.
- Outdoor Services can provide technical information to the site as needed to help maintain the existing landscape project. Please coordinate this request through CSC at 490-3333.

Guideline maintenance

The director of facility services, or designee, shall maintain these guidelines.



CA - DISTRICT GOVERNANCE

Poudre School District R-1 is governed by the Board of Education and superintendent under a system of policy governance, which is described in the Board of Education's District Ends ("DE") Policies, Executive Limitation ("EL") Policies, Governance Process ("GP") Policies, and Board-Superintendent Relationship ("BSR") Policies. In addition, District operations and employees are governed by applicable laws, District policies and regulations, administrative guidelines and procedures, and supervisor directives.

District employees shall comply with applicable federal, state and local laws in connection with their work for the District, and shall ensure that District operations are carried out in accordance with such laws. District employees shall also comply with Board of Education policies and with District policies and regulations, and shall ensure that District operations are carried out in accordance with such policies and regulations.

The superintendent, assistant superintendents, executive directors, directors, coordinators and principals may adopt administrative guidelines and procedures that are consistent with applicable laws, with Board of Education policies, and with District policies and regulations. The purpose of such administrative guidelines and procedures shall be to implement and ensure compliance with applicable laws, to implement and ensure compliance with Board of Education policies and with District policies and regulations, to facilitate District operations, and/or to manage District employees and volunteers. District employees shall comply with administrative guidelines and procedures as set forth in this policy, and shall ensure that District operations are carried out in accordance with such guidelines and procedures.

District supervisors may issue oral or written directives to the employees they supervise that are consistent with applicable laws, with Board of Education policies, with District policies and regulations, and with administrative guidelines and procedures. The purpose of such directives shall be to implement and ensure compliance with applicable laws, to implement and ensure compliance with Board of Education policies and with District policies and regulations, to implement and ensure compliance with administrative guidelines and procedures, to facilitate District operations, and/or to manage District employees and volunteers. Notwithstanding the foregoing, the superintendent, assistant superintendents and executive directors may issue directives that override administrative guidelines and procedures. District employees shall comply with the directives of their supervisors as set forth in this policy, and shall ensure that District operations are carried out in accordance with such directives.

District employees who fail or refuse to comply with applicable laws, Board of Education policies, District policies and regulations, administrative guidelines and procedures, and/or supervisor directives as set forth in this policy shall be subject to discipline up to and including termination of their employment.

Adopted by Superintendent: July 14, 2009