
Instructions – Community Service/Facility Improvement Process

Thank you for your interest in providing a service or making an improvement to a Douglas County School District facility. Please follow the steps below to initiate the process:

1. Review the Facility Modifications and Improvement Guidelines
2. Complete the attached project proposal form
3. Schedule a meeting with the school Principal and Facilities Project Manager to discuss the scope, funding and timeline of your project
4. After Principal approval, your proposal will be forwarded to the Facilities Building Modification Department for review. If this is an athletic facility modification proposal, the District Athletic Director will be forwarded the proposal first for review and sign off.
5. Within two weeks of your request, the Facilities Department will notify you that your proposal is approved or additional information is needed
6. Upon approval, you will receive notification that you can proceed with your project

Facility Modifications and Improvement Guidelines

Buildings and Grounds Modifications - Improvement Procedures

All modifications, additions, and/or improvements to Douglas County School District buildings or grounds must be coordinated through the school Principal and the Facilities Department. All facility improvements must conform to applicable building codes and educational and technical specifications.

All modifications, additions and/or improvements to Douglas County School District buildings or grounds can be performed only by District community volunteers or licensed contractors approved by the DCSD Construction and Facilities Departments.

Project Initiation

District staff and community volunteers will work collaboratively with principals to develop a plan which includes the project scope, estimated cost, funding source and schedule. The collaborative effort will provide a means of communicating an awareness of what work is being planned, the proposed work schedule, the party responsible for completing the work, and the impact the work will have on normal operation of the facility.

Regulatory Requirements and Governing Bodies

All Douglas County School District facility modifications/improvements will meet Federal, State and local building codes, regulations, guidelines and directives. Compliance with Douglas County School District policies is required. The community volunteer will be responsible for securing any required Fire and Building permits and/or inspections.

Douglas County School District Insurance and Requirement

Community volunteer applicants are required to provide a certificate of comprehensive general liability insurance in the amount of \$1,000,000 per occurrence. The certificate of insurance must have an endorsement naming Douglas County School District RE.1 as an additional insured as its interests may appear.

**Outdoor Improvement
Guidelines**

Sites considering any type of landscaping project must review these guidelines before beginning the project.

Douglas County School District Landscape Project Guidelines apply to all outdoor improvement projects, including, but not limited to the following:

- Nature centers
 - Outdoor classrooms
 - Special plantings or memorials (trees, benches, plaques, etc.)
 - Flower beds
 - Gardens
 - Shade structures
 - Athletic facility improvement
 - Playground improvement
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- Shrubs and trees are to be planted where they can be easily maintained by Grounds personnel during the course of their normal duties.
 - Flowers or other plants are to be planted in appropriate areas to be as that will receive water from the existing irrigation system.
 - All shrubs, trees, flowers and other plants are to be approved by Grounds, and are to be appropriate for the climate and soil conditions at the site.
 - Each site's irrigation system is kept functional and nothing is planted on top of it in an area which will block the sprinklers or cut through or grow into irrigation 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 is considered and encouraged.
 - Pertinent safety issues are to be addressed (e.g., placement of guide wires for tall trees, placement of fences, maintaining emergency access to play fields, etc.).
 - Technical support and design review are to be facilitated by Construction Department personnel during the planning and design phases of the project.

Funding	
Estimated cost (include documentation):	
How will the project be funded?	
What ongoing maintenance costs are associated with this project?	
What is the plan when assets need to be replaced? Who will fund the replacement?	

Student Impact
Please describe the desired impact this project will have on students. Please confirm if there is an impact on Title IX requirements.

Applicant Signature:	
Service Organization Authorized Signature:	

Principal/Administrator Approval			
I have reviewed this application and approve it for review by the Director of Construction.			
Principal/Administrator Signature:		Date:	

Project Approval			
This project is approved.			
Director of Facilities Signature:		Date:	

Proof of General Liability Insurance			
The liability insurance provided complies with Douglas County School District policy.			
Director of Risk			

Management Signature:		Date:	
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Depending on the scope of the project, the approvals below may be required before the project is forwarded to the Director of Facilities for final approval.

Project Approval

I have reviewed this application and approve it for review by the Director of Facilities.

Director of Activities, Athletics, and Student Leadership Signature:		Date:	
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Project Approval

I have reviewed this application and approve it for review by the Director of Facilities

Facilities Project Manager Signature:		Date:	
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Project Approval

I have reviewed this application and approve it for review by the Director of Facilities.

Grounds Manager Signature:		Date:	
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