

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 3513.7

ADOPTED: 11/08/96

CLASSIFICATION: General Administrative Policies

REVISED: 05/05/08

**SUBJECT: Site Initiated or Donated Facility Improvements,
Additions or Modifications**

Site managers wishing to complete building or site improvements, additions or modifications, and/or purchase equipment to be permanently installed or attached to the site or facility must receive prior approval from the Superintendent or appropriate designee. The information listed below shall be initially submitted to the Associate Superintendent, Administrative Services and the Director of Facilities. Upon completion of the review, if approved, the request will be forwarded to the Superintendent or the appropriate designee. Requests must include the following:

1. A summary by the manager or his/her designee of the improvement, addition, modification or equipment, and how it will benefit the school and/or program.
2. Funding method and source(s) for the proposal and/or, if a donation is involved, details of the source, age, life expectancy and any conditions that accompany the donation.
3. A timeline for implementation.
4. Estimated ongoing maintenance and other ongoing costs of the project.
5. Detail of any visual or traffic impacts to the surrounding community.
6. If the project will have a significant visual impact or traffic impact on the site and/or its surrounding areas, an Environmental Review may be required.
7. A safety analysis of the proposed project.

The Associate Superintendent of Fiscal and Administrative Services will review the request data submitted regarding the method of payment, the amount available in the budget, ongoing cost impacts, construction practices/specifications, and/or quality as applicable.

This policy does not apply to routine maintenance of existing site, facilities and equipment except when major repairs or replacement of significant components are required.