

# MAINTENANCE DEPARTMENT

## *Guidelines*

### **VOLUNTEER AND COMMUNITY SUPPORT PROJECTS (V/C)**

- Purpose:** To outline procedures for acquiring building or school physical plant enhancements through volunteer work, donations, outside funding, or sponsor/partnership contributions.
- General:** The Maintenance Department is responsible for all district facilities. Under no circumstances will a facility-related community service project be performed or a district facility be altered by addition or deletion without prior Maintenance approval. Purchase of any components intended to be permanently affixed to existing District property must also be pre-approved by Maintenance.

It is recognized that resources and priorities may be such that the Maintenance Department may not be able to provide facilities support in time or material desired. It is also recognized that there are persons or groups who have the desire, resources, and skills to donate to school facility enhancements. Such actions may be considered for volunteer or community support projects. Such projects are not seen as supplanting Maintenance but enhancing them.

The Stanwood-Camano School District welcomes volunteer work, donations, funding or sponsor/partnership contributions or projects that enhance our physical plant facilities. Maintenance Department's primary concern for such projects is that they are safe, durable, maintainable, and in compliance with appropriate code or regulation and district procedures. The Maintenance Department may be able to help in the development of such projects or suggest alternative sources of accomplishment. The Maintenance Department may not provide material, tools, or equipment unless used by Maintenance employees.

#### ***Procedures:***

1. All requests for V/C facility projects must be submitted by the Building Administrator.
2. Volunteer projects for consideration must be submitted to the Maintenance Department using a Maintenance V/C Request Form. Scopes of work, sketches, diagrams, or drawings are helpful in evaluating projects and should accompany the request, if available.
3. The Maintenance Department will review V/C projects for quality, safety, code, master planning, and general "do ability". Maintenance will then respond with approval, partial approval, or denial of the project.
4. If the project is approved, a copy of the approval will be:
  - A. Returned to the requester and the building administrator.
  - B. Posted on the Maintenance white board for two weeks.
5. Maintenance Department inspection/acceptance of project.
  - A. If the project is built offsite, it must be inspected by Maintenance prior to installation.
  - B. An inspection for acceptance will be made by Maintenance personnel prior to placing the project in service. Deficiencies must be corrected prior to service.
  - C. Community service project will be monitored by Maintenance to assure service.

STANWOOD-CAMANO SCHOOL DISTRICT  
Maintenance Department

**VOLUNTEER AND COMMUNITY SUPPORT REQUEST FORM**  
(one project per request form)

School (Building): \_\_\_\_\_ Date Prepared: \_\_\_\_\_

Brief scope of work or description of project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Person(s) or group(s) participating or who will sponsor this activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dates of this activity: \_\_\_\_\_

Funding source, if any: \_\_\_\_\_

Specific work to be done: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If requesting assistance from maintenance describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Building Administrator Signature: \_\_\_\_\_

<b>FOR MAINTENANCE USE ONLY:</b>	Project No. VC- _____
___ Approved ___ Declined	Comments: _____
_____	_____
Director's signature: _____	Date: _____