

MSAD 75
Process for Volunteer Project Approval

Rev. 3, 3/19/14

For any requested/donated/volunteered (I.E. Eagle Scout, Recreation Department, Boosters Club, Class, Parent Organization, etc.) change to the District Facility there is a process that needs to be followed in order to ensure the project is adequately reviewed and approved BEFORE implementation. This review and approval entails technical, aesthetic, administrative and other reviews as necessary to ensure the Project meets standards and long term use/needs of the District.

NOTE: If the Project is being funded by a Grant on behalf of the District, the Grant Request must be approved by the Board FIRST.

APPROVAL

- A. Obtain the School Principal/Building Administrator's/Director's approval for the Facility Modification.
- B. Via the Principal/Building Administrator/Director obtain the Superintendent's approval for the Facility Modification.
- C. Write up a written justification for the Project outlining the reason for the project, benefits, etc.
- D. Provide a drawing showing what the Modification will look like. Provide necessary details to give a complete picture and understanding of the change. Include a picture of the area to be modified.
- E. Provide a Plot Plan of the Modification showing necessary dimensions from existing structures, utilities, etc.
- F. Present A – E to the Facilities Director for review and approval.
- G. Once A – F is accomplished notify the Principal/Building Administrator/Director that you are ready to present the Facility Modification to the School Board. The Principal/Building Administrator/Director should contact the Superintendent of Schools and request a Board Facilities Subcommittee presentation and a subsequent Full Board presentation. Provide the Facilities Director six (6) copies of your presentation at least 1 week before meeting with the Facilities Sub Committee. The Fac. Dir. will provide copies of the presentation to the Superintendent's Asst. for distribution to the Board members in advance of the meeting. On occasion when time permits the Subcommittee and full board meeting can occur back to back on the same evening.
- H. The person **RESPONSIBLE** for the Project should present the project at the Board meetings and address any comments / questions.

IMPLEMENTATION

1. If outside layout the area with stakes and spray paint according to the plan.
 - 1.A. Contact DigSafe (Underground Utilities – 1-888-DIG-SAFE , digsafe.com) – This is required if there is any digging of the soil/tar with power tools, backhoes, construction equipment, etc. Any know underground utilities installed by the district need to be identified. Utility Company will mark the area if they have any utilities.
2. Obtain a Building Permit if necessary
3. Install your project following all plans, drawings, specifications, etc. Follow all industry and State/Local building standards. Any plumbing or Electrical work MUST be done under the supervision of a Licensed Individual.
4. Have your project inspected by the Facilities Director. If a Building Permit was required contact the Town for a completion inspection if not already accomplished.
5. Celebrate your completion with a Ribbon cutting ceremony and take pictures to share with the School Board.