COMMUNITY INITIATED PROJECTS:
A Manual for Complex Project Managers
Community Initiated Projects: a Manual for Complex Project Managers

Introduction

The purpose of this manual is to assist the Complex Project Manager with providing technical support and oversight for community initiated projects at our schools. The successful completion of a project by a community group will require a great deal of planning and commitment on the part of the group, the Site Administrator, and the Complex Project Manager. We welcome the interest of the community in our schools, and hope that this effort will assist you in providing the technical support and project oversight necessary for the successful execution of community initiated projects at our schools.

All projects must first have Site Administrator approval prior to moving forward. Once the Site Administrator has approved the proposed project, he/she will contact the Complex Project Manager to set up an initial on-site meeting. The following pages were designed to provide a guide for the Complex Project Manager beginning with the initial on-site meeting, and continuing through the successful completion of the community initiated project. Please review the How to Use This Manual section for more information.
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How to Use This Manual

In the Manual there are two pull-out documents for use during the initial on-site meeting between the CPM and the Site Administrator. How to Make it Work is a general memo designed to touch on (for the Site Administrator and community group) recommended initial steps toward project approval and execution. This document highlights the District and State requirements necessary to execute a safe and successful community project, and alerts the Site Administrator and community group to their responsibilities when donating materials or services to the District. The Request for School Initiated Contracts is also provided. This form was designed to provide the Complex Project Manager with project specific details including the proposed scope, design state, and budget/funding information. This form should be provided to the Site Administrator during the initial on-site meeting. The Complex Project Manager’s Community Project Guidelines is intended to summarize community project requirements for the CPM.

Other Sections in Manual

A third document designed to be carried to the Site Administrator or community group is the Craft Specific Guidelines. This document should be provided as soon as it is determined that the project will move beyond the ‘idea’ stage. These Guidelines were prepared by the technical specialists of each craft, and contain helpful information as well as District and State requirements on a craft/project specific basis. The Complex Project Manager should read and become familiar with each Craft Specific Guideline’s unique requirements; as well as the general information that is standardized for all crafts.

The Craft Specific Inspection Guidelines (on orange paper) will be used to ensure that proper inspections are completed on task and correct sequence and to update your community initiated project from inception to completion. This form should be posted at project site while work is being performed. In the event you have a project that is not in the craft specific list, A request for Inspection Guideline can be submitted to the Area Facilities Services Director of the Maintenance & Operations Technical Unit.

The Contracts, ATU, OEHS, Insurance, Forms, and Links sections are all provided to assist you with ensuring that these requirements are met as you provide ongoing oversight for the community initiated project.

Good luck in your effort to assist the schools with community initiated projects. Thank you in advance for assuring that all projects requirements are met and that all standards are adhered to!
How to Make it Work—Community Projects:

Introduction
The following guidelines and requirements were developed to assist you in your effort to provide a needed item or structure for your school, and to ensure the successful planning and execution of your project. We welcome your interest in our schools and hope that this information will be helpful to you. The Complex Project Manager can provide technical assistance and M&O installation pricing in coordination with the Area Craft Departments, Technical Services Department, OEHS, Asbestos Technical Unit and A/E Technical Services. All projects are treated as unique and will be analyzed on a scope specific basis.

Initial Concept Phase
Scope Definition
Define the scope of the project from the start including the project requirements. For example, if you plan to paint classrooms; will it be walls only, or include woodwork and cabinets.

Budget/Funding Source
Determine the estimated cost of your project. Develop a budget and identify the source of funding.

Schedule
Determine the start and completion dates for your project. Note any dates during your project duration that may impact your project schedule (i.e., graduation, open house, sports game, etc.). Dates that are pupil and staff free may be utilized when your project requires the shut down of utilities.

Obtain Site Administrator Approval and District Technical Support
All community initiated projects must first be approved by the Site Administrator. Contact your Site Administrator to discuss the scope and funding of your proposed project. Once you have obtained the Site Administrator’s approval, he/she will set up a meeting with the Complex Project Manager. The Complex Project Manager will perform an on-site visit to evaluate the project and provide project specific information and technical advice.

Establish Committees/Community Design Leader
A Community Design Leader should be designated soon after the Site Administrator approves the proposed project. The Complex Project Manager will provide coordination between the Site Administrator, the parent or community group and the Community Design Leader. Along with the Site Administrator, this point person will ensure adherence to all requirements, codes, and regulations. The Complex Project Manager will provide guidance and oversight through a process of coordination with the Community Design Leader. Specific project committees (fundraising, safety, procurement, volunteers, registration, job supervisors, etc.) may be created as necessary following Site Administrator project approval.
District Review and Approval Phase

General Requirements
Depending on the scope of the project the following requirements may apply in the review and approval process:

- Structural Impact Review Division of State and Architect (DSA) approvals may be required
- ADA Impact Review Division of State and Architect (DSA) approvals may be required.
- Adherence to all District and State specifications, codes and requirements.
- Asbestos/Lead Impact Review (ATU approval will be required).
- If soil is impacted, OEHS approval may be required (see District Specification 01440-Import/Export soil Material Testing).
- Inspections (will be required).
- Insurance Requirements.
- Hold Harmless
- Safety Plan (OEHS).
- Products Material Safety Data Sheets (MSDS) (requires OEHS approval for products not approved on website http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf).

Design Assistance/Drawings/Plan Review/ (DSA) Approvals
A plan of the project, including information on the material intended to be installed should be provided to the Complex Project Manager as soon as possible. Your Complex Project Manager will assist you with your project specific design requirements. Your ability to execute your project promptly may be impacted by required review by the Division of the State Architect. Typical projects average 6 months to obtain DSA approval. To start the Design process or to obtain DSA approval, the Complex Project Manager will submit a “REQUEST FOR DESIGN ASSISTANCE” form to the Technical Services Area Facilities Services Director.

Specifications
Prior to finalizing the design and scope of work, thoroughly read and adhere to the District Specifications, and other related Specifications. Material and Methods of installation cited in these Specifications shall be used to develop and finalize your design and scope of work. All work shall comply with State and local Codes.

As with all specifications, updates and changes occur on a regular basis. To ensure that you have the latest set of specifications, please download the most recent revisions of the applicable sections for your particular project from the laschools.org web site using the following link.
http://www.laschools.org/fcs/cc/lausd-bidding/
Asbestos Technical Unit
All projects at existing school and office sites must be reviewed by the Asbestos Technical Unit (ATU) for impact to lead based paint and asbestos containing materials prior to the project being started. If the work is contracted the review must be completed before the project is bid. There are often costs required to perform these assessments. All coated surfaces (Paint, Varnish, or Glazed) are assumed to contain lead and work that impacts coated surfaces must be performed by persons are properly trained. Asbestos containing materials may not be impacted by volunteers. Your Complex Project Manager can assist you in obtaining review and approvals from the ATU as well as providing other approvals and procedures required by the District regarding volunteer work activity.

Import/Export of Soil
Approval from the Office of Environmental Health and Safety will be required if soil is impacted. Your Complex Project Manager can assist you with obtaining review and approvals if necessary for your proposed project. Please refer to District Specification 01440-Import/Export soil Material testing.

Inspection
All projects performed on District property require inspection to ensure compliance with applicable codes and specifications. The Complex Project Manager will coordinate the inspection of your project. Please be advised that there may be a cost associated with required inspections.

Insurance Requirements

Hold Harmless
Each project participant must sign an agreement to release and hold harmless LAUSD from any claims resulting from work on the project. See enclosed example.

Safety
The Los Angeles Unified School District has the responsibility to provide a safe environment for children and staff. All work shall comply with Cal/OSHA & LAUSD Office of Environmental Health and Safety requirements. It is important to know the safety requirements and codes for the type of project you plan to provide, and to ensure that safety standards, regulations, and codes are adhered to at all times. It is recommended that you develop safety guidelines for each project you plan (safety concerns vary with the type and complexity of projects), and require every project participant to read and sign-off on the guidelines. Ensure that all project participants use personal protective clothing and devices as required by the specific project. All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure project site.
Materials
ALL MATERIALS must meet DISTRICT standards and specifications. All materials must be stored out of the reach of children. All materials must have the approval of the Office of Environmental Health and Safety (OEHS). Instructions on how to obtain product information can be accessed at http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf. Material Safety Data Sheets must be maintained on site for all products used.

Contractors
All outside contractors must adhere to District requirements including licensing, specifications, codes, insurance, workers compensation, and safety rules and regulations. All persons involved and/or working on community projects must read and adhere to Los Angeles Unified School District Contractors and Consultants Code of Conduct: http://ethics.lausd.net/default.asp?page=portal1_codeOfEthics

Donation of Services/Funds
Please review Bulletin No.C-66 (rev.) Donations, January 8, 2002 for information about the donation of cash, materials and services to Los Angeles Unified School District. Maintenance and Operations has the responsibility to review for compliance donations of new and used equipment or modifications to facilities to ensure that equipment is approved and safe to operate, and to verify insurance and contractors licenses. The Administrator shall prepare a Request for Processing of Donated Cash, Materials, Equipment of Services form and forward to the appropriate office. If the donation exceeds $25,000, the Procurement Services Group of the Business Services Division will prepare a Board Report ratifying the acceptance of the donation. WEB LINK to Bulletin no c-66 = http://notebook.lausd.net/pls/ptl/ptl_apps.simple_search

Working Project Phase
Job Start Meeting/Progress Meetings
Prior to the start of your project, it is recommended that you have a Job Start Meeting which should include all stakeholders. CPM should always be included in these meetings to discuss project coordination, scheduling, and safety issues. Ongoing progress meetings are also recommended to discuss issues and concerns, provide schedule coordination, and ensure adherence to safety requirements.

Project Closeout
As-Built Drawings
As-Built drawings are required at the completion of any project when adding to the original building system. A complete set of As-Built drawings showing the work that has been performed including detailed measurements shall be provided to the Complex Project Manager. During inspection these As-Builts shall be reviewed to ensure the District has an accurate record of the project.

Warranties
When utilizing a contractor, ensure that warranty information is provided along with the name of the company, telephone, contact person and the completion date of the project. Obtain any additional manufacture equipment product warranty paperwork and provide copies to the Complex Project Manager.

Operation and Service Manuals
Provide all Operation and Service manuals for the equipment supplied and or installed as part of this project. Deliver the O&S Manuals to the Complex Project Manager.
Community Projects: Carpentry

Introduction
The following guidelines and requirements were developed to assist you in your effort to provide a needed item or structure for your school, and to ensure the successful planning and execution of your project. We welcome your interest in our schools and hope that this information will be helpful to you. The Complex Project Manager can provide technical assistance and M&O installation pricing in coordination with the Area Craft Departments, Technical Services Department, OEHS, Asbestos Technical Unit and A/E Technical Services. All projects are treated as unique and will be analyzed on a scope specific basis.

Carpentry Projects
The Complex Project Manager can provide technical assistance and Maintenance & Operations installation pricing to coordination with the Area Carpentry for projects that fall under carpentry. Reading Gardens, wooden fencing, brick work, concrete block walls and benches are a few sample projects.

Initial Concept Phase
Scope Definition
Define the scope of the project including the project requirements with your CPM. Remember each project can be as DIVERSE as the school district itself.

Budget/Funding Source
Determine the estimated cost of your project. Develop a budget and identify the source of funding.

Schedule
Determine the start and completion dates for your project.

Obtain Site Administrator Approval and District Technical Support
All community initiated projects must first be approved by the Site Administrator. Contact your Site Administrator to discuss the scope and funding of your proposed project. Once you have obtained the Site Administrator’s approval, he/she will set up a meeting with the Complex Project Manager. The Complex Project Manager will perform an on-site visit to evaluate the project and provide project specific information and technical advice.

Establish Committees/Community Design Leader
A Community Design Leader should be designated soon after the Site Administrator approves the proposed project. The Complex Project Manager will provide coordination between the Site Administrator, the parent or community group and the Community Design Leader. Along with the Site Administrator, this point person will ensure adherence to all requirements, codes, and regulations. The Complex Project Manager will provide guidance and oversight through a process of coordination with the Community Design Leader. Specific project committees (fundraising, safety, procurement, volunteers, registration, job supervisors, etc.) may be created as necessary following Site Administrator project approval.
District Review and Approval Phase

General Requirements
Depending on the scope of the project the following requirements may apply in the review and approval process:

- Structural Impact Review Division of State and Architect (DSA) approvals may be required.
- ADA Impact Review Division of State and Architect (DSA) approvals may be required.
- Adherence to all District and State specifications, codes and requirements.
- Asbestos/Lead Impact Review (ATU approval will be required).
- If soil is impacted, OEHS approval may be required (see District Specification 01440-Import/Export soil Material Testing).
- Inspections (will be required).
- Insurance Requirements.
- Hold Harmless
- Safety Plan (OEHS).
- Products Material Safety Data Sheets (MSDS) (requires OEHS approval for products not approved on website http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf).

Design Assistance/Drawings/Plan Review/ (DSA) Approvals
A plan of the project, including information on the material intended to be installed should be provided to the Complex Project Manager as soon as possible. Your Complex Project Manager will assist you with your project specific design requirements. Your ability to execute your project promptly may be impacted by required review by the Division of the State Architect. Typical projects average 6 months to obtain DSA approval. To start the Design process or to obtain DSA approval, the Complex Project Manager will submit a “REQUEST FOR DESIGN ASSISTANCE” form to the Maintenance & Operations Technical Services Area Facilities Services Director.

Specifications
Prior to finalizing the design and scope of work, thoroughly read and adhere to the District Specifications, and other related Specifications. Material and Methods of installation cited in these Specifications shall be used to develop and finalize your design and scope of work. All work shall comply with State and local Codes.

All Work and Material shall follow District Design Specifications and Design Details. The following are typical specifications for Carpentry:

- Specifications-Division 02221 through 13000.
  Please refer to Project Specific Guidelines for specification requirements listed above.

As with all specifications, updates and changes occur on a regular basis. To ensure that you have the latest set of specifications, please download the most recent revisions of the applicable sections for your particular project from the laschools.org web site using the following link. http://www.laschools.org/fcs/cc/lausd-bidding/
Asbestos Technical Unit
All projects at existing school and office sites must be reviewed by the Asbestos Technical Unit (ATU) for impact to lead based paint and asbestos containing materials prior to the project being started. If the work is contracted the review must be completed before the project is bid. There are often costs required to perform these assessments. All coated surfaces (Paint, Varnish, or Glazed) are assumed to contain lead and work that impacts coated surfaces must be performed by persons properly trained. Asbestos containing materials may not be impacted by volunteers. Your Complex Project Manager can assist you in obtaining review and approvals from the ATU as well as providing other approvals and procedures required by the District regarding volunteer work activity.

Import/Export of Soil
Approval from the Office of Environmental Health and Safety will be required if soil is impacted. Your Complex Project Manager can assist you with obtaining review and approvals if necessary for your proposed project. Please refer to District Specification 01440-Import/Export soil Material testing.

Inspection
All projects performed on District property require inspection to ensure compliance with applicable codes and specifications. The Complex Project Manager will coordinate the inspection of your project. Please be advised that there may be a cost associated with required inspections.

Insurance Requirements

Hold Harmless
Each project participant must sign an agreement to release and hold harmless LAUSD from any claims resulting from work on the project. See enclosed example.

Safety
The Los Angeles Unified School District has the responsibility to provide a safe environment for children and staff. All work shall comply with Cal/OSHA & LAUSD Office of Environmental Health and Safety requirements. It is important to know the safety requirements and codes for the type of project you plan to provide, and to ensure that safety standards, regulations, and codes are adhered to at all times. It is recommended that you develop safety guidelines for each project you plan (safety concerns vary with the type and complexity of projects), and require every project participant to read and sign-off on the guidelines. Ensure that all project participants use personal protective clothing and devices as required by the specific project. All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure project site.

Additional Safety Requirements
- No open ditches, trenches, or excavations unless these areas are fenced with fencing panels, from student or faculty access.
- No open ditches, trenches or excavations shall be left open un-supervised or overnight. These areas must be covered with an appropriate material, (Plywood, or trench plates, or fencing panels laid directly over excavation).
- No excavation shall be deeper than 5 feet unless permits with shoring plans have been submitted and approved by Cal/OSHA.
- Call Southern California Dig Alert (800-277-2600) two days before excavating to avoid hitting public piping utilities (i.e., gas, petroleum, telephone, electrical power lines etc.)
- Any Vehicle driving on school grounds when students are present shall stop and evaluate the potential safety hazard. A second person providing a second pair of eyes should be in front of the vehicle in order to escort the vehicle safely through areas where children are at play or near.
- All restroom work (typically repair work) shall be closed down for student or faculty usage until all work is completed.
- Power cords shall not lie in route of travel of egress causing potential tripping hazard.
- Keep tools confined to supervised work area. Do not leave tools and equipment unattended.
- Fire extinguishers in working order shall be available when soldering, welding and at other required times of renovation.
- See Contractors Safety Regulations Attachment as a safety Reminder and Resource.
- All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure site.

Materials
**ALL MATERIALS** must meet DISTRICT standards and specifications. All materials must be stored out of the reach of children. All materials must have the approval of the Office of Environmental Health and Safety (OEHS). Instructions on how to obtain product information can be accessed at [http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf](http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf). Material Safety Data Sheets must be maintained on site for all products used.

Contractors
All outside contractors must adhere to District requirements including licensing, specifications, codes, insurance, workers compensation, and safety rules and regulations. All persons involved and/or working on community projects must read and adhere to Los Angeles Unified School District Contractors and Consultants Code of Conduct: [http://ethics.lausd.net/default.asp?Page=portal1_codeOfEthics](http://ethics.lausd.net/default.asp?Page=portal1_codeOfEthics)

Donation of Services/Funds
Please review Bulletin No.C-66 (rev.) Donations, January 8, 2002 for information about the donation of cash, materials and services to Los Angeles Unified School District. Maintenance and Operations has the responsibility to review for compliance donations of new and used equipment or modifications to facilities to ensure that equipment is approved and safe to operate, and to verify insurance and contractors licenses. The Administrator shall prepare a Request for Processing of Donated Cash, Materials, Equipment of Services form and forward to the appropriate office. If the donation exceeds $25,000, the Procurement Services Group of the Business Services Division will prepare a Board Report ratifying the acceptance of the donation. WEB LINK to Bulletin no c-66 = [http://notebook.lausd.net/pls/ptl/ptl_apps.simple_search](http://notebook.lausd.net/pls/ptl/ptl_apps.simple_search)
Working Project Phase

Job Start Meeting/Progress Meetings
Prior to the start of your project, it is recommended that you have a Job Start Meeting which should include all stakeholders. CPM should always be included in these meetings to discuss project coordination, scheduling, and safety issues. Ongoing progress meetings are also recommended to discuss issues and concerns, provide schedule coordination, and ensure adherence to safety requirements.

Project Closeout

As-Built Drawings
As-Built drawings are required at the completion of any project when adding to the original building system. A complete set of As-Built drawings showing the work that has been performed including detailed measurements shall be provided to the Complex Project Manager. During inspection these As-Builts shall be reviewed to ensure the District has an accurate record of the project.

Warranties
When utilizing a contractor, ensure that warranty information is provided along with the name of the company, telephone, contact person and the completion date of the project. Obtain any additional manufacture equipment product warranty paperwork and provide copies to the Complex Project Manager.

Operation and Service Manuals
Provide all Operation and Service manuals for the equipment supplied and or installed as part of this project. Deliver the O&S Manuals to the Complex Project Manager.
Site Administrator
Print Name ____________________________ Title ____________________________

Complex Project Manager (CPM) ____________________________ (Phone) ____________

Community Design Leader ____________________________ (Phone) ____________

Job start meeting Location ____________________________ Date ____________ Time

Contact for providing material is ____________________________ (Phone) ____________

Contact to provide labor is ____________________________ (Phone) ____________

INSPECTION # 1, 2 and 3 to be made by a CARPENTRY Senior or Supervisor
INSPECTION # 4 if applicable to be made by a PLUMBING Senior or Supervisor
INSPECTION # 5 if applicable to be made by an ELECTRICAL Senior or Supervisor

DSA inspectors Y/N if YES (name) ____________________________ (Phone) ____________

LAUSD to provide ________________________________________________

Community /Contractor/Other to provide ________________________________________________

REQUIRED ATU approval form (Request Environmental Assessment (Phase 1) and Abatement Design (Phase 2) from ATU) must be attached

REQUIRED OEHS approval for all chemicals, products, and MSDS sheets on site.

REQUIRED material approval (i.e., Paint, plant materials and pipe schedule)
Using CONTRACTOR NO YES

If YES, attach the following (if applicable)

☐ Safety pre-qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/
☐ Licensed – as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
☐ Insured – as required in accordance to http://www.laschools.org/pp_toc-8.5
☐ Bonded – Performance Bond for Contracts $15,000.00 or more.

☐ Project inspector name ____________________________ Title ____________________________

☐ START ____________________________ COMPLETION ____________________________

☐ Purpose of new PROJECT ________________________________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL Print name ____________________________

Title ____________________________ Signature ____________________________ Date ____________

☐ CPM PRE-CONSTRUCTION APPROVAL

Print Name ____________________________ Signature ____________________________ Date ____________
☐ School map with project lay out
☐ Call Southern California Dig Alert (800)-227-2600 two days before excavating to avoid hitting public piping utilities (i.e., gas, petroleum, telephone, electrical power lines etc.)
☐ Determine how you will remove dirt from site according to section 01440 E.S.T.

☐ Pre construction demolition
☐ Temporary fencing must be in place before project begins,
☐ Determine point of connection for water.
☐ Determine point of connection for power.
☐ During construction drains should be protected to keep debris from entering storm drains system.

# 1 INSPECTION  _Excavation for Plumbing & Electrical needs to be inspected and after trenches and holes have been dug a large enough sheet of plywood (min. 1” and large enough to safely cover the holes or openings). The covers need to remain until the inspector gives notice to proceed.

INSPECTED by___________________ TITLE______________________________ (Phone)________________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ Debris properly removed.

# 2 INSPECTION  _Inspect point of connection

INSPECTED by___________________ TITLE______________________________ (Phone)________________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ Board approved backflow device at point of connection.
☐ Appropriate size pipe at point of connection to support irrigation.
☐ Use primer & glue for irrigation lines.
☐ No drip irrigation

# 3 INSPECTION  _The steel, concrete placement, concrete block or pre fabricated benches, will then be placed with additional inspections as needed. (Specifications- Division 03/ 03100 and 03200 concrete) (Specification- Division 04 / 04210 and 04820 Masonry).

INSPECTED by___________________ TITLE______________________________ (Phone)________________________

Community Project at __________________________________________________________ 2
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ Inspect footing size (per drawing design)
☐ Reinforcement steel placement
☐ concrete to be 2,500 p.s.i. (3,000 p.s.i. for structural concrete)
☐ finished elevation
☐ anchor placement to be confirmed

# 4 INSPECTION Inspect under ground pipes, sprinkler heads appropriately spaced & appropriate coverage, sprinklers adequate water schedule & underground pipe inspected (as required for grass)
INSPECTED by___________________ TITLE_______________ (Phone)_________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 5 INSPECTION Placement & protection of sprinkler time clock to prevent vandalism, tampering & accidental unplugging/disconnection of power to time clock. Follow design guidelines for connections. Ground cover per design ☐ grass ☐ sod ☐ seed ☐ gravel & make sure there are no safety hazards (i.e. uneven surfaces, improper finished surfaces & tripping hazards)

INSPECTED by___________________ TITLE_______________ (Phone)_________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ After final inspection & approval remove temporary fence & release area for school use.

☐ Provide as-built drawings
☐ OEM Manuals
☐ Warranty
☐ Return School Keys
☐ Remove all unused materials from site
☐
COMMUNITY PROJECT INSPECTION GUIDELINE

READING GARDEN

CPM - FINAL INSPECTED FOR COMPLETED PROJECT

Print Name __________________Title________________Signature ______________Date _______

SITE ADMINISTRATOR - PROJECT COMPLETION APPROVAL

Print Name ________________Title____________Signature ______________Date _______

END OF INSPECTION GUIDELINE
Community Projects: Electrical

Introduction
The following guidelines and requirements were developed to assist you in your effort to provide a needed item or structure for your school, and to ensure the successful planning and execution of your project. We welcome your interest in our schools and hope that this information will be helpful to you.

Electrical Projects
The Complex Project Manager can provide technical assistance and M&O installation pricing in coordination with the Area Electrical Department for projects such as but not limited to additional convenience receptacles, power or receptacles for specialized use or equipment such as copy machines, food vending appliances or equipment for athletic events, new or replacement interior or exterior lighting. All projects are treated as unique and will be analyzed on a scope specific basis, however, any alterations to systems such as but not limited to existing fire alarm, master clock, emergency lighting, and centralized lighting control systems should not be attempted.

Initial Concept Phase
Scope Definition
Define the scope of the project including the project requirements. For example, if you plan to install a receptacle for a copy machine, it must be determined where the copy machine can be located with regard to access for the staff, the protection of the equipment, safety issues related to the placement of this equipment such as floor loading or the blockage of passageways and the availability of utilities (electrical power at the required voltage and ampacity).

Budget/Funding Source
Determine the estimated cost of your project. Develop a budget and identify the source of funding.

Schedule
Determine the start and completion dates for your project.

Obtain Site Administrator Approval and District Technical Support
All community initiated projects must first be approved by the Site Administrator. Contact your Site Administrator to discuss the scope and funding of your proposed project. Once you have obtained the Site Administrator’s approval, he/she will set up a meeting with the Complex Project Manager. The Complex Project Manager will perform an on-site visit to evaluate the project and provide project specific information and technical advice.

Establish Committees/Designate Community Design Leader
A Community Design Leader should be designated soon after the Site Administrator approves the proposed project. The Complex Project Manager will provide coordination between the Site Administrator, the parent or community group and the Community Design Leader. Along with the Site Administrator, this point person will ensure adherence to all requirements, codes, and regulations. The Complex Project Manager will provide guidance and oversight through a process of coordination with the Community Design Leader. Specific project committees (fundraising, safety, procurement, volunteers, registration, job supervisors, etc.) may be created as necessary following Site Administrator project approval.
District Review and Approval Phase

General Requirements
Depending on the scope of the project the following requirements may apply in the review and approval process:

- Structural Impact Review (Division of the State Architect “DSA” approvals may be required)
- ADA Impact Review (DSA approvals may be required).
- Adherence to all District and State specifications, codes and requirements.
- Asbestos/Lead Impact Review (Asbestos Technical Unit “ATU” approval will be required).
- If soil is impacted, Office of Environmental Health and Safety “OEHS” approval may be required (see District Specification 01440- Import/Export soil Material Testing).
- Inspections (will be required).
- Insurance Requirements.
- Hold Harmless
- Safety Plan (OEHS).
- Products Material Safety Data Sheets (MSDS) (requires OEHS approval for materials not approved on website http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf).

Design Assistance/Drawings/Plan Review/ (DSA) Approvals
A plan of the project, including information on the material intended to be installed should be provided to the Complex Project Manager as soon as possible. Your Complex Project Manager will assist you with your project specific design requirements. Your ability to execute your project promptly may be impacted by required review by the Division of the State Architect. Typical projects average 6 months to obtain DSA approval. To start the Design process or to obtain DSA approval, the Complex Project Manager will submit a “REQUEST FOR DESIGN ASSISTANCE” form to the Technical Services Area Facilities Services Director.

Specifications
Prior to finalizing the Electrical design and scope of work, thoroughly read and adhere to the District Electrical and other related Specifications. Material and Methods of installation cited in these Specifications shall be used to develop and finalize your design and scope of work. All work shall comply with State and local Codes.

As with all specifications, updates and changes occur on a regular basis. To ensure that you have the latest set of specifications, please download the most recent revisions of the applicable sections for your project from the laschools.org web site using the following link.
http://www.laschools.org/fcs/cc/lausd-bidding/

The related sections, Division 16 (Electrical), including but not limited to:
- Section 16010: Basic Electrical Requirements.
- Section 16050: Basic Electrical Materials and Methods.
- Section 16060: Grounding and Bonding
- Section 16120: Low Voltage Wire (600 volts or less)
- Section 16130: Raceways, Boxes, Fittings and Supports
- Section 16220: Motors and Drives
- Section 16270: Low Voltage Transformers (600 volts or less)
Section 16420: Motor Control Centers and Motor Control Devices
Section 16440: Switchboards
Section 16445: Panelboards and Signal Terminal Cabinets
Section 16550: Lighting
Section 16555: Theatrical Lighting and Stage Dimming Systems (MS & HS)
Section 16556: Theatrical Lighting and Stage Dimming Systems (ES)

Asbestos Technical Unit
All projects at existing school and office sites must be reviewed by the Asbestos Technical Unit (ATU) for impact to lead based paint and asbestos containing materials prior to the project being started. If the work is contracted the review must be completed before the project is bid. There are often costs required to perform these assessments. All coated surfaces (Paint, Varnish, or Glazed) are assumed to contain lead and work that impacts coated surfaces must be performed by persons that are properly trained. Asbestos containing materials may not be impacted by volunteers. Your Complex Project Manager can assist you in obtaining review and approvals from the ATU as well as providing other approvals and procedures required by the District regarding volunteer work activity.

Import/Export of Soil
Approval from the Office of Environmental Health and Safety may be required if soil is impacted. Your Complex Project Manager can assist you with obtaining review and approvals if necessary for your proposed project. Please refer to District Specification 01440-Import/Export soil Material testing.

Inspection
All projects performed on District property require inspection to ensure compliance with applicable codes and specifications. The Complex Project Manager will coordinate the inspection of your project. Please be advised that there may be a cost associated with required inspections.

Insurance Requirements
http://www.laschools.org/contractor/cc/pq/

Hold Harmless
Each project participant must sign an agreement to release and hold harmless LAUSD from any claims resulting from work on the project. See enclosed example.

Safety
The Los Angeles Unified School District has the responsibility to provide a safe environment for children and staff. All work shall comply with Cal/OSHA & LAUSD Office of Environmental Health and Safety requirements. It is important to know the safety requirements and codes for the type of project you plan to provide, and to ensure that safety standards, regulations, and codes are adhered to at all times. It is recommended that you develop safety guidelines for each project you plan (safety concerns vary with the type
and complexity of projects), and require every project participant to read and sign-off on the guidelines. Ensure that all project participants use personal protective clothing and devices as required by the specific project. All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure project site.

**Materials**

**ALL MATERIALS** must meet DISTRICT standards and specifications. All materials must be stored out of the reach of children. All materials must have the approval of the Office of Environmental Health and Safety (OEHS). Instructions on how to obtain product information can be accessed at [http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf](http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf). Material Safety Data Sheets must be maintained on site for all products used.

**Contractors**

All contracted work must be performed by a properly licensed for the work that is to be performed State of California licensed contractor. All contractors performing work on District property must adhere to District requirements including licensing, specifications, codes, insurance, workers compensation, and safety rules and regulations. All persons involved and/or working on community projects must read and adhere to Los Angeles Unified School District Contractors and Consultants Code of Conduct: [http://ethics.lausd.net/default.asp?Page=portal1_codeOfEthics](http://ethics.lausd.net/default.asp?Page=portal1_codeOfEthics)

**Donation of Services/Funds**

Please review Bulletin No.C-66 (rev.) Donations, January 8, 2002 for information about the donation of cash, materials and services to Los Angeles Unified School District. Maintenance and Operations has the responsibility to review for compliance donations of new and used equipment or modifications to facilities to ensure that equipment is approved and safe to operate, and to verify insurance and contractors licenses. The Administrator shall prepare a Request for Processing of Donated Cash, Materials, Equipment of Services form and forward to the appropriate office. If the donation exceeds $25,000, the Procurement Services Group of the Business Services Division will prepare a Board Report ratifying the acceptance of the donation. WEB LINK to Bulletin no c-66 = [http://notebook.lausd.net/pls/ptl/ptl/](http://notebook.lausd.net/pls/ptl/ptl/)

**Working Project Phase**

**Job Start Meeting/Progress Meetings**

Prior to the start of your project, it is recommended that you have a Job Start Meeting which should include all stakeholders. CPM should always be included in these meetings to discuss project coordination, scheduling, and safety issues. Ongoing progress meetings are also recommended to discuss issues and concerns, provide schedule coordination, and ensure adherence to safety requirements.
**Project Closeout**

**As-Built Drawings**
As-Built drawings are required at the completion of any project when adding to the original building system. A complete set of As-Built drawings showing the work that has been performed including detailed measurements shall be provided to the Complex Project Manager. During inspection these As-Built drawings shall be reviewed to ensure the District has an accurate record of the project.

**Warranties**
When utilizing a contractor, ensure that the warranty information is provided along with the name of company, telephone, and contact person and completion date of project. Obtain any additional manufacture equipment product warranty paperwork and provide copies to the Complex Project Manager.

**Operation and Service Manuals**
Provide all Operation and Service manuals for the equipment supplied and or installed as part of this project. Deliver the O&S Manuals to the Complex Project Manager.
Los Angeles Unified School District

COMMUNITY PROJECT INSPECTION GUIDELINE

DEDICATED CIRCUIT-RECEPTACLES

Site Administrator
Print Name __________________________ Title______________________________

Complex Project Manager (CPM) __________________________ (Phone) ____________

Community Design Leader __________________________ (Phone) ____________

Job start meeting Location __________________________ Date ____________ Time _________

Contact for providing material is __________________________ (Phone) ____________

Contact to provide labor is __________________________ (Phone) ____________

**INSPECTION** # 1, 2 and 6 to be made by an Electrical Senior or Supervisor
**INSPECTION** # 3 and 4 to be made by a Carpentry Senior or Supervisor
**INSPECTION** # 5 to be made by a Painting Senior or Supervisor

**DSA** inspectors Y/N if YES (name) __________________________ (Phone) ____________

**LAUSD to provide** __________________________

______________________________________________________________

Community/Contractor/Other to provide ____________________________

______________________________________________________________

**REQUIRED** ATU approval form (Request Environmental Assessment (Phase 1) and Abatement Design (Phase 2) from ATU) must be attached

**REQUIRED** OEHS approval for all chemicals, products, and MSDS sheets on site.

**REQUIRED material approval** (ie., Paint, plant materials and pipe schedule)

Using CONTRACTOR NO YES

If YES, attach the following (if applicable)

☐ Safety pre qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/
☐ Licensed – as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
☐ Insurance – as required in accordance to http://www.laschools.org/pp_toc-8.5
☐ Bonded – Performance Bond for Contracts $15,000.00

☐ Project inspector name __________________________ Title __________________________

☐ START ____________________ COMPLETION __________________

☐ Purpose of new PROJECT __________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL

Print name __________________________ Title __________________________

Signature __________________________ Date __________________

☐ CPM PRE-CONSTRUCTION APPROVAL

Print Name __________________________ Signature __________________ Date ______

☐ School map with project lay out

Community Project at __________________________________________________________
# 1 INSPECTION: Job start meeting, Review of proposed material, installation methods, layout of installation.

INSPECTED by __________________________ TITLE________________________ (Phone)________________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 2 INSPECTION: Rough in of boxes and conduit installation.

INSPECTED by __________________________ TITLE________________________ (Phone)________________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 3 INSPECTION: Repair of lathing system/installation of cement forms as required.

INSPECTED by __________________________ TITLE________________________ (Phone)________________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 4 INSPECTION: Plaster/stucco/concrete as required.

INSPECTED by __________________________ TITLE________________________ (Phone)________________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 5 INSPECTION: Painting/touch-up of painting as required.

INSPECTED by __________________________ TITLE________________________ (Phone)________________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.
# 6 INSPECTION: Wire-pull/installation, installation of additional circuit breakers, installation of wiring devices/wall plates, testing, clean-up.

INSPECTED by_________________ TITLE______________________ (Phone)_____________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ Provide as-built drawings
☐ Return School Keys
☐ Remove all unused materials from site
☐ ________________________________

CPM – FINAL INSPECTION FOR COMPLETED PROJECT

Print Name _______________Title_____________ Signature ______________Date _______

SITE ADMINISTRATOR – PROJECT COMPLETION APPROVAL

Print Name _______________Title_____________ Signature ______________Date _______

END OF INSPECTION GUIDELINE
COMMUNITY PROJECT INSPECTION GUIDELINE

ELECTRIC MARQUEE (8 feet or less tall)
(a marquee taller than 8 feet requires DSA approval)

Site Administrator
Print Name ________________________________ Title ________________________________

Complex Project Manager (CPM) ________________________________ (Phone) ______________
Community Design Leader ________________________________ (Phone) ______________

Job start meeting Location _______________________ Date ____________ Time ___________
Contact for providing material is ________________________________ (Phone) ______________
Contact to provide labor is ________________________________ (Phone) ______________

INSPECTION # 1, 2, 3, 5 and 8 to be made by an Electrical Senior or Supervisor
INSPECTION # 4 and 6 to be made by a Carpentry Senior or Supervisor
INSPECTION # 7 to be made by a Metal Senior or Supervisor
INSPECTION # 9 to be made by a Landscape Senior or Supervisor

DSA inspectors Y/N if YES (name) ________________________________ (Phone) ______________

LAUSD to provide ________________________________________________________________
_________________________________________________________________________________
Community / Contractor / Other to provide ________________________________________________
_________________________________________________________________________________

REQUIRED ATU approval form (Request Environmental Assessment (Phase 1) and Abatement
Design (Phase 2) from ATU) must be attached

REQUIRED OEHS approval for all chemicals, products, and MSDS sheets on site.

REQUIRED material approval (i.e., Paint, plant materials and pipe schedule)

Using CONTRACTOR NO YES
If YES, attach the following (if applicable)
☐ Safety pre qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/
☐ Licensed – as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
☐ Insurance – as required in accordance to http://www.laschools.org/pp_toc-8.5
☐ Bonded – Performance Bond for contracts $15,000.00 or more.

☐ Project inspector name ________________________________ Title ________________________________
☐ START __________________ COMPLETION __________________
☐ Purpose of new PROJECT

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL
Print name ________________________________ Title ________________________________
Signature ________________________________ Date ____________

☐ CPM PRE-CONSTRUCTION APPROVAL
Print Name ________________________________ Signature ________________________________ Date ____________

☐ School map with project lay out
☐ Call Southern California Dig Alert (800)-227-2600 a minimum of two working days before
excavating to avoid hitting public piping utilities (i.e., gas, petroleum, telephone, electrical power lines
etc.)

Community Project at ________________________________________________________________
☐ Determine how you will remove dirt from site according to section 01440 E.S.T.

# 1 INSPECTION: Job start meeting, Review of proposed material, installation methods, layout of installation.

INSPECTED by __________________ TITLE __________________ (Phone) ____________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 2 INSPECTION: Saw cutting and excavation for conduit and footing. Safety fencing around open trenching and footing area as required.

INSPECTED by __________________ TITLE __________________ (Phone) ____________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 3 INSPECTION: Underground and above ground conduit system.

INSPECTED by __________________ TITLE __________________ (Phone) ____________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 4 INSPECTION: Forms for marquee footing, rebar/mesh reinforcement, J bolt supports/tie-in as required, inspect footing size (per drawing design), reinforcement steel placement, concrete to be 2,500 p.s.i, & finished elevation.

INSPECTED by __________________ TITLE __________________ (Phone) ____________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 5 INSPECTION: Encasement of underground conduit/backfill of trenching.

INSPECTED by __________________ TITLE __________________ (Phone) ____________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.
COMMUNITY PROJECT INSPECTION GUIDELINE

ELECTRIC MARQUEE (8 feet or less tall)
(a marquee taller than 8 feet requires DSA approval)

# 6 INSPECTION: Pouring and finishing of marquee footing, repair/replacement of saw cut sidewalks, stucco repair.

INSPECTED by____________________ TITLE____________________ (Phone)________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 7 INSPECTION: Placement, assembly and bolting down of marquee on new footing.

INSPECTED by____________________ TITLE____________________ (Phone)________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 8 INSPECTION: Installation of wiring, additional circuit breaker(s) in panelboard, installation of photocell control, testing of electrical installation.

INSPECTED by____________________ TITLE____________________ (Phone)________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 9 INSPECTION: Repair and or replanting of flower bed/planter and lawn areas.

INSPECTED by____________________ TITLE____________________ (Phone)________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR

☐ Warranty
☐ Return School Keys
☐ Remove all unused materials from site
☐ 

CPM – FINAL INSPECTION FOR COMPLETED PROJECT

Print Name __________________Title________________Signature________________Date_______

SITE ADMINISTRATOR – PROJECT COMPLETION APPROVAL

Print Name __________________Title________________Signature________________Date_______

END OF INSPECTION GUIDELINE
Site Administrator
Print Name ___________________________ Title ____________________________
Complex Project Manager (CPM) ______________________________ (Phone) __________
Community Design Leader ________________________ (Phone) ______________
Job start meeting Location __________________________ Date __________ Time ______
Contact for providing material is ____________________________ (Phone) __________
Contact to provide labor is ______________________________ (Phone) ______________
INSPECTION # 1, 2, 3, 7 and 8 to be made by an Electrical Senior or Supervisor
INSPECTION # 4 and 5 to be made by a Carpentry Senior or Supervisor
INSPECTION # 6 to be made by a Painting Senior or Supervisor
DSA inspectors Y/N if YES (name) __________________________ (Phone) __________
LAUSD to provide __________________________

Community / Contractor / Other to provide ____________________________________

REQUIRED ATU approval form (Request Environmental Assessment (Phase 1) and Abatement
Design (Phase 2) from ATU) must be attached
REQUIRED OEHS approval for all chemicals, products, and MSDS sheets on site.
REQUIRED material approval (ie., Paint, plant materials and pipe schedule)
Using CONTRACTOR NO YES
If YES, attach the following (if applicable)
☐ Safety pre qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/
☐ Licensed – as required in accordance to http://www.clsb.ca.gov/services/GClass.asp
☐ Insurance – as required in accordance to http://laschools.org/pp_toc-8.5
☐ Bonded -- Performance Bond for Contracts $15,000.00 or more.

☐ Project inspector name __________________________ Title ____________________________
☐ START ___________________ COMPLETION ___________________
☐ Purpose of new PROJECT

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL Print name ___________________
Title ___________________________ Signature __________________ Date ______
☐ CPM PRE-CONSTRUCTION APPROVAL
Print Name ___________________________ Signature __________________ Date ______
☐ School map with project lay out
# 1 INSPECTION: Job start meeting, Review of proposed material, installation methods, layout of installation.

INSPECTED by_________________________ TITLE_________________________ (Phone)____________________

Correction needed prior to Inspector approval (circle one)  Y   /   N. If yes list corrections needed

_________________________

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐

# 2 INSPECTION: Structural components of building that new or replacement luminaries are to be attached to after wall or ceiling material etc. has been removed and or structural components are exposed. Inspection of existing wiring if it is not to be replaced.

INSPECTED by_________________________ TITLE_________________________ (Phone)____________________

Correction needed prior to Inspector approval (circle one)  Y   /   N. If yes list corrections needed

_________________________

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐

# 3 INSPECTION: New structural components added to facilitate the installation, new conduit and wiring installed for new luminaries as required.

INSPECTED by_________________________ TITLE_________________________ (Phone)____________________

Correction needed prior to Inspector approval (circle one)  Y   /   N. If yes list corrections needed

_________________________

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐

# 4 INSPECTION: Repair of lathing system or ceiling/wall substructure as required.

INSPECTED by_________________________ TITLE_________________________ (Phone)____________________

Correction needed prior to Inspector approval (circle one)  Y   /   N. If yes list corrections needed

_________________________

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐

# 5 INSPECTION: Plaster, stucco, ceiling tile as required.

INSPECTED by_________________________ TITLE_________________________ (Phone)____________________

Correction needed prior to Inspector approval (circle one)  Y   /   N. If yes list corrections needed

_________________________

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐
# 6 INSPECTION: Painting, touch-up of painting as required.
INSPECTED by____________________ TITLE________________(Phonc)________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.
☐

# 7 INSPECTION: Mounting of new or replacement luminaries and internal wiring of the luminaries before housing is closed.
INSPECTED by____________________ TITLE________________(Phonc)________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.
☐

# 8 INSPECTION: Testing functionality of new or replacement luminaries in conjunction with existing or new manual, automatic, emergency or energy management lighting controls as required by the project.
INSPECTED by____________________ TITLE________________(Phonc)________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ Provide as-built drawings
☐ Warranty
☐ Return School Keys
☐ Remove all unused materials from site
☐

CPM -- FINAL INSPECTION FOR COMPLETED PROJECT
Print Name _______________ Title____________ Signature ______________Date _______

SITE ADMINISTRATOR – PROJECT COMPLETION APPROVAL
Print Name _______________ Title____________ Signature ______________Date _______

END OF INSPECTION GUIDELINE
Community Projects: Floor Covering

Introduction
The following guidelines and requirements were developed to assist you in your effort to provide a needed item for your school, and to ensure the successful planning and execution of your project. We welcome your interest in our schools and hope that this information will be helpful to you.

Floor Covering Projects
The Complex Project Manager can provide technical assistance and M&O installation pricing in coordination with the Area Paint Department for projects for projects which fall under that craft, such as Vinyl Composition Tile, Carpet, and Carpet Tile.

Initial Concept Phase
Scope Definition
Define the scope of the project including the project requirements with your CPM. Remember each Project can be as DIVERSE as the school district itself.

Budget/Funding Source
Determine the estimated cost of your project. Develop a budget and identify the source of funding.

Schedule
Determine the start and completion dates for your project. Note any dates during your project duration that may impact your project schedule (i.e., graduation, open house, sports game, etc). Dates that are pupil and staff free may be utilized when your project requires the shut down of utilities.

Obtain Site Administrator Approval and District Technical Support
All community initiated projects must first be approved by the Site Administrator. Contact your Site Administrator to discuss the scope, budget and funding of your proposed project. Once you have obtained the Site Administrator’s approval, he/she will set up a meeting with the Complex Project Manager. The Complex Project Manager will perform an on-site visit to evaluate the project and provide project specific information and technical advice.

Establish Committees/Community Design Leader
A Community Design Leader should be designated soon after the Site Administrator approves the proposed project. The Complex Project Manager will provide coordination between the Site Administrator, the parent or community group, and the Community Design Leader. Along with the Site Administrator, this point person will ensure adherence to all requirements, codes, and regulations. The Complex Project Manager will provide guidance and oversight through a process of coordination with the Community Design Leader. Specific project committees (fundraising, safety, procurement, volunteers, registration, job supervisors, etc.) may be created as necessary following Site Administrator project approval.
District Review and Approval Phase

General Requirements
Depending on the scope of the project the following requirements may apply in the review and approval process:


■ ADA Impact Review Division of State and Architect (DSA) approvals may be required.

■ Adhere to all District and State specifications, codes and requirements.

■ Asbestos/Lead Impact Review (ATU approval will be required)

■ Inspections (will be required and arrangements will be made through the CPM).

■ Insurance Requirements (Vendor Basic Insurance Requirements, Division of Risk Management Insurance Services).

■ Hold Harmless, these forms can be supplied through the CPM.


■ Products Material Safety Data Sheets (MSDS) (requires OEHS approval for products not approved on website http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf).

Design Assistance/Drawings/Plan Review/ (DSA) Approvals

A plan of the project, including information on the material intended to be installed should be provided to the Complex Project Manager as soon as possible. Your Complex Project Manager will assist you with your project specific design requirements. Your ability to execute your project promptly may be impacted by required review by the Division of the State Architect. Typical projects average 6 months to obtain DSA approval. To start the Design Review process, Design process, or to obtain DSA approval; the Complex Project Manager will submit a "REQUEST FOR DESIGN ASSISTANCE” form to the M&O Technical Services Area Facilities Services

Specifications

Specifications are a detailed, exact statement of a plan or drawing that outlines the materials, dimensions and quality of the work to be performed to build or install something at a school site. A set of specifications have been developed by the District to ensure the best quality of work and that projects adhere to state building and safety codes. Your Complex Project Manager (CPM) will assist you in following and interpreting the specifications as necessary throughout the process.

Prior to finalizing the design and scope of work, thoroughly read and adhere to the District Specifications, and other related Specifications. Material and Methods of installation cited in these Specifications shall be used to develop and finalize your design and scope of work. All work shall comply with State and local Codes.
As with all specifications, updates and changes occur on a regular basis. To ensure that you have the latest set of specification, please download the most recent revisions of the applicable sections for your particular project from the laschools.org web site using the following link:
http://www.laschools.org/fcs/cc/lausd-bidding/

All Work and Materials shall follow District Design Specifications and Design Details. The following are typical specifications for Floor Covering:
Section:
09652 Vinyl Composition Tile
09658 Rubber Base
09681 Carpet
09685 Carpet Tile.

Asbestos Technical Unit (ATU)
All projects at existing school and office sites must be reviewed by the Asbestos Technical Unit (ATU) for impact to lead based paint and asbestos containing materials prior to the project being started. If the work is contracted the review must be completed before the project is bid. There are often costs required to perform these assessments. All coated surfaces (Paint, Varnish, or Glazed) are assumed to contain lead and work that impacts coated surfaces must be performed by persons are properly trained. Asbestos containing materials may not be impacted by volunteers. Your Complex Project Manager can assist you in obtaining review and approvals from the ATU as well as providing other approvals and procedures required by the District regarding volunteer work activity.

Inspection/ As-Built Drawings
All projects performed on District property require inspection to ensure compliance with applicable codes and specifications. As-Built drawings are required at the completion of any project when adding to the original building system. Please provide a complete set of As-built drawings indicating the work that has been performed including detailed measurements to the Complex Project Manager. During inspection these As-built drawings shall be reviewed to ensure the District has an accurate record of the project. The Complex Project Manager will coordinate the inspection of your project. Please be advised that there may be a cost associated with required inspections. FINAL "AS-BUILT " RECORD SUBMITTAL’S can be supplied by the CPM.

Insurance Requirements

Hold Harmless
Each project participant must sign an agreement to release and hold harmless LAUSD from any claims resulting from work on the project.
Safety

The Los Angeles Unified School District has the responsibility to provide a safe environment for children and staff. All work shall comply with Cal/OSHA & LAUSD Office of Environmental Health and Safety requirements. It is important to know the safety requirements and codes for the type of project you plan to provide, and to ensure that safety standards, regulations, and codes are adhered to at all times.

Develop safety guidelines for each project you plan (safety concerns vary with the type and complexity of projects), and require every project participant to read and sign-off on the guidelines. Ensure that all project participants use personal protective clothing and devices as required by the specific project.

Additional Safety Requirements

■ Any Vehicle driving on school grounds when students are present shall stop and evaluate the potential safety hazard. A second person providing a second pair of eyes should be in front of the vehicle in order to escort the vehicle safely through areas where children are at play or near.
■ All restroom work (typically repair work) shall be closed down for student or faculty usage until all work is completed.
■ Power cords shall not lie in route of travel or egress causing potential tripping hazard
■ Keep tools confined to supervised work area. Do not leave tools and equipment unattended.
■ Fire extinguishers in working order shall be available when soldering, welding and at other required times of renovation.
■ See Contractors Safety Regulations Attachment as a safety Reminder and Resource.
■ All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure project site.

Materials

ALL MATERIALS must meet DISTRICT standards and specifications. All materials must be stored out of the reach of children. All materials must have the approval of the Office of Environmental Health and Safety (OEHS). Instruction on how to obtain product information can be accessed at [http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf/](http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf/). Material Safety Data Sheets must be maintained on site for all products used. All raw metal must be galvanized or Powder Coated. Contact your CPM for the latest Annual contracts

Contractors

All contractors must adhere to District requirements including licensing, specifications, codes, insurance, workers compensation, and safety rules and regulations. All persons involved and/or working on community projects must read and adhere to Los Angeles Unified School District Contractors and Consultants Code of Conduct:

Donation of Services/Funds

Please review Bulletin No.C-66 (rev.) Donations, January 8, 2002 for information about the donation of cash, materials and services to Los Angeles Unified School District. Maintenance and Operations has the responsibility to review for compliance donations of new and used equipment or modifications to facilities to ensure that equipment is approved and safe to operate, and to verify insurance and contractors licenses. The
Administrator shall prepare a Request for Processing of Donated Cash, Materials, Equipment of Services form and forward to the appropriate office. If the donation exceeds $25,000, the Procurement Services Group of the Business Services Division will prepare a Board Report ratifying the acceptance of the donation. WEB LINK to Bulletin no c-66 = http://notebook.lausd.net/pls/ptl/ptl_apps.simple_search

**Working Project Phase**

**Job Start Meeting/Progress Meetings**

Prior to the start of your project, it is recommended that you have a Job Start Meeting which should include all stakeholders. CPM should always be included in these meetings to discuss project coordination, scheduling, and safety issues. Ongoing progress meetings are also recommended to discuss issues and concerns, provide schedule coordination, and ensure adherence to safety requirements.

**Project Closeout**

**As Built Drawings**

**DOES NOT APPLY**

**Warranties**

When utilizing a contractor, ensure that warranty information is provided along with the name of the company, telephone, contact person and the completion date of the project. Obtain any additional manufacture equipment product warranty paperwork and provide copies to the Complex Project Manager.

**Operation and Service Manuals**

**DOES NOT APPLY**

**Project Specific Guidelines**

**Vinyl Composition Tile**

**Preparation**

* Make map of equipment location.
* Remove all equipment out of area.
* Measure the square footage.
* Determine how much new base will be needed.
* No existing tile shall be removed unless it has been determined that there is not any asbestos in the tile or adhesive.
* If the area has been abated caution must be taken when scrapping not to disturb the encapsulation.
* Sweep area clean.
* Fill all cracks and holes.
* Measure area for the least amount of waste. Layout area so you can start the installation from a doorway and snap chalk lines accordingly.
* Spread adhesive per manufactures recommendations let adhesive dry completely before installing tile. All adhesive must be covered in the time allowed by manufacture.
* After the tile is installed the floor needs to be rolled with a 100 lb roller.
* Install new Base.
* Finish the floor with 2 (two) coats of sealer and 4 (four) coats of wax.
* Move equipment back into area.

**Budget**
Cost for this type of project may vary but could include:
Cost associated with abatement.
Cost associated with any pattern or boarder work.

Safety
All work areas must be secured every day; unauthorized people are not allowed to have campus access. Keep all materials and tools out of reach of students at all times.

Maintenance and Operations
The CPM can give you a price for the new Vinyl Composition Tile Project to be installed by Maintenance and Operations. You may also be able to obtain a preferential price for flooring materials if you use a District approved vendor. For more information contact your CPM for the latest annual contract.

Inspect to District Standards and Guidelines as Follows
All projects will meet Specification Section 09652 VINYL COMPOSITION TILE.
All projects will meet Specification Section 09658 RUBBER BASE.
The CPM will coordinate the inspection of project.
The CPM will coordinate a 10 month inspection (if applicable)

Carpet
Preparation
* Make map of equipment location
* Remove all equipment from area.
* Remove existing rubber base.
* Remove existing carpet. Arrangements must be made to recycle the carpet. **NO CARPET SHALL ENTER A LANDFILL.**
* Scrape and sweep floor. Fill any cracks or holes.
* Measure area for layout.
* Clean area outside to make cuts and bring into area to be covered. Cut seams per manufactures recommendations.
* Spread carpet adhesive per manufactures recommendations.
* Place carpet in adhesive at once; do not let the adhesive dry.
* Seam sealer must be applied.
* Roll carpet with a 100 lb roller.
* Install new Topset Base.
* Vacuum area and move equipment back in.

Budget
Cost for this type of project may vary but could include:
- Cost associated with different manufactures or styles.

Safety
Never work in a class room when children are present.
Keep all materials and tools out of reach of students at all times.
Maintenance and Operations
The CPM can give you a price for the new Carpet Project to be installed by Maintenance and Operations. You may also be able to obtain a preferential price for flooring materials if you use a District approved vendor. For more information contact your CPM for the latest annual contract.

Inspect to District Guidelines and Standards as Follows
All projects will meet Specification Section 09681 CARPET.
All projects will meet Specification Section 09658 RUBBER BASE.
The CPM will coordinate the inspection of the project.
The CPM will coordinate the 10 month inspection (if applicable).

Carpet Tile
Preparation
* Make map of equipment location.
* Remove all equipment from area.
* Remove existing rubber base
* Remove existing carpet. Arrangements must be made to recycle the carpet. **NO CARPET SHALL ENTER A LANDFILL.**
* Scrape and sweep floor. Fill any cracks or holes.
* Measure area for layout, snap chalk lines to find center of the room. Snap a parallel line so you can start the Installation from a doorway
* Spread adhesive in the room per manufactures recommendations. Let adhesive dry before installing carpet tile,

* Install new Topset Base if required.

Budget
Cost for this type of project may vary but could include:
Cost associated with different manufactures or styles.

Safety
Never work in a class room when children are present.
Keep all materials and tools out of reach of students at all times.

Maintenance and Operations
The CPM can give you a price for the new Carpet Tile Project to be installed by Maintenance and Operations. You may also be able to obtain a preferential price for flooring materials if you use a District approved vendor. For more information contact your CPM for the latest annual contract.

Inspect to District Standards and Guidelines as Follows
All projects will meet Specification Section 09685 CARPET TILE.
All projects will meet Specification Section 09658 RUBBER BASE.
The CPM will coordinate the inspection of the project.
The CPM will coordinate the 10 month warranty inspection (if applicable)
COMMUNITY PROJECT INSPECTION GUIDELINE

CARPET

Site Administrator
Print Name ___________________________ Title________________________

Complex Project Manager (CPM) ____________________________ (Phone) ____________

Community Design Leader ____________________________ (Phone) ____________

Job start meeting Location ____________________________ Date ____________ Time ____________

Contact for providing material is ____________________________ (Phone) ____________

Contact to provide labor is ____________________________ (Phone) ____________

INSPECTION #'S 1, 2, 3, and 4 to be made by a Floor Covering Senior or Supervisor
DSA inspectors Y/N if YES (name) ____________________________ (Phone) ____________

LAUSD to provide ____________________________

__________________________________________________________

Community /Contractor/Other to provide ____________________________

____________________________________________________________

REQUIRED ATU approval form (Request Environmental Assessment (Phase 1) and Abatement
Design (Phase 2) from ATU) must be attached
REQUIRED OEHS approval for all adhesives and MSDS sheets on site.
REQUIRED material approval (i.e. carpet, adhesives, base).
Using CONTRACTOR NO YES

If YES, attach the following (if applicable)

☐ Safety pre-qualified-as required in accordance to http://www.laschools.org/contractor/cc/pq/
☐ Licensed-as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
☐ Insured- as required in accordance to http://www.laschools.org/pp_toc-8.5
☐ Bonded- Performance Bond for Contracts $15,000.00 or more.

☐ Project inspector name ___________________________ Title________________________

☐ START ________________ COMPLETION ________________

☐ Purpose of new PROJECT______________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL Print name ___________________________ Title________________________

☐ CPM PRE-CONSTRUCTION APPROVAL

Print Name ___________________________ Signature ___________________________ Date ____________

☐ School map with project lay out
Community Project at __________________________________________________________

#1 INSPECTION

☐ Floor Prep (scraped, swept, cracks and holes filled).

INSPECTED by_____________________ TITLE_________________ (Phone)__________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

#2 INSPECTION

☐ Check seam layout, adhesives, and trowel notches.

INSPECTED by_____________________ TITLE_________________ (Phone)__________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

#3 INSPECTION

☐ Check installation (make sure a 100 lb roller is used).

INSPECTED by_____________________ TITLE_________________ (Phone)__________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

#4 INSPECTION

☐ Make sure area is vacuumed and all equipment is replaced.

INSPECTED by_____________________ TITLE_________________ (Phone)__________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.
☐ Warranty
☐ Return School Keys
☐ Leave attic stock at school

CPM-FINAL INSPECTED FOR COMPLETED PROJECT

Print Name __________________Title_____________ Signature ______________Date _______

SITE ADMINISTRATOR-PROJECT COMPLETION APPROVAL

Print Name _________________Title_____________ Signature ______________Date _______

END OF INSPECTION GUIDELINE
Communtiy Project at __________________________________________________________

Site Administrator
Print Name __________________________ Title______________________________

Complex Project Manager (CPM) ________________________________ (Phone) __________

Community Design Leader ________________________________ (Phone) __________
Job start meeting Location __________________________ Date_____________ Time_____

Contact for providing material is __________________________ (Phone) __________

Contact to provide labor is __________________________ (Phone) __________

INSPECTION #’S 1, 2, 3, and 4 to be made by a Floor Covering Senior or Supervisor

DSA inspectors Y/N if YES (name) ____________________________ (Phone) __________

LAUSD to provide __________________________

Community /Contractor/Other to provide __________________________

REQUIREDS ATU approval form (Request Environmental Assessment (Phase 1) and Abatement Design (Phase 2) from ATU) must be attached

REQUIRED OEHS approval for all adhesives and MSDS sheets on site.

REQUIRED material approval (i.e. carpet tile, adhesives, base).

Using CONTRACTOR NO YES

☐ Safety pre-qualified -as require in accordance to http://www.laschools.org/contractor/cc/pq/
☐ Licensed- as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
☐ Insurance- as required in accordance to http:wwwlaschools.org/pp_toc-8.5
☐ Bonded- Performance Bond for Contracts $15,000.00 or more

☐ Project inspector name __________________________ Title______________________________

☐ START __________ COMPLETION ____________

☐ Purpose of new PROJECT __________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL Print name ________________
Title________________________ Signature________________________ Date_____

☐ CPM PRE-CONSTRUCTION APPROVAL
Print Name __________________________ Signature __________________ Date_____

☐ School map with project lay out
# 1 INSPECTION
☐ Floor Prep (scraped, swept, cracks and holes filled).

INSPECTED by___________________ TITLE_______________(Phone)__________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _____________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 2 INSPECTION
☐ Check layout, adhesives, and trowel notches.

INSPECTED by___________________ TITLE_______________(Phone)__________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _____________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 3 INSPECTION
☐ Check installation.

INSPECTED by___________________ TITLE_______________(Phone)__________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _____________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 4 INSPECTION
☐ Make sure area is vacuumed and all equipment is replaced.

INSPECTED by___________________ TITLE_______________(Phone)__________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _____________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.
□ Warranty
□ Return School Keys
□ Leave attic stock at school

CPM-FINAL INSPECTED FOR COMPLETED PROJECT
Print Name __________________Title_____________ Signature ______________Date _______

FINAL PROJECT ACCEPTED BY SITE ADMINISTRATOR
Print Name __________________Title_____________ Signature ______________Date _______

END OF INSPECTION GUIDELINE
Los Angeles Unified School District

COMMUNITY PROJECT INSPECTION GUIDELINE

VINYL COMPOSITION TILE

Site Administrator
Print Name ___________________________________________ Title __________________________

Complex Project Manager (CPM) ____________________________ (Phone) ______________

Community Design Leader ____________________________ (Phone) ______________

Job start meeting
Location ______________________ Date ______________ Time ________

Contact for providing material is __________________________ (Phone) ______________

Contact to provide labor is ____________________________ (Phone) ______________

INSPECTION #’S 1, 2, 3, 4, and 5 to be made by a Floor Covering Senior or Supervisor

DSA inspectors Y/N if YES (name) __________________________ (Phone) ______________

LAUSD to provide _____________________________________________

Community /Contractor/Other to provide ____________________________________________

________________________________________

REQUIRED ATU approval form (Request Environmental Assessment (Phase1) and Abatement

Design (Phase 2) from ATU) must be attached

REQUIRED OEHS approval for all adhesives and MSDS sheets on site.

REQUIRED material approval (i.e. vct, adhesives, base).

Using CONTRACTOR NO YES

□ Safety pre-qualified -as require in accordance to http://www.laschools.org/contractor/cc/pq/

□ Licensed- as required in accordance to http://www.cslb.ca.gov/services/GClass.asp

□ Insurance- as required in accordance to http wwwlaschools.org/pp_toc-8.5

□ Bonded- Performance Bond for Contracts $15,000.00 or more

□ Project inspector name __________________________ Title __________________________

□ START __________________ COMPLETION __________________

□ Purpose of new PROJECT __________________________________

□ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL Print name __________________________ Title __________________________ Signature __________________________ Date ______________

□ CPM PRE-CONSTRUCTION APPROVAL

Print Name __________________________ Signature __________________________ Date ______________

□ School map with project lay out
# 1 INSPECTION
☐ Floor Prep (scraped, swept, cracks and holes filled).
INSPECTED by____________________ TITLE_______________ (Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 2 INSPECTION
☐ Check layout, adhesives, and trowel notches.
INSPECTED by____________________ TITLE_______________(Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 3 INSPECTION
☐ Check installation.
INSPECTED by____________________ TITLE_______________(Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 4 INSPECTION
☐ Check that two coats of sealer and four coats of wax are applied and burnished when dry.
INSPECTED by____________________ TITLE_______________(Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 5 INSPECTION
☐ Make sure all equipment is replaced.
INSPECTED by____________________ TITLE_______________(Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion:
DO NOT PROCEED UNTIL signed by INSPECTOR.
☐ Warranty
☐ Return School Keys
☐ Leave attic stock at school

CPM-FINAL INSPECTED FOR COMPLETED PROJECT

Print Name __________________Title_____________ Signature ______________Date _______

SITE ADMINISTRATOR-PROJECT COMPLETION APPROVAL

Print Name __________________Title_____________ Signature ______________Date _______

END OF INSPECTION GUIDELINE
Community Projects: HVAC/Refrigeration

Introduction
The following guidelines and requirements were developed to assist you in your effort to provide a needed item or structure for your school, and to ensure the successful planning and execution of your project. We welcome your interest in our schools and hope that this information will be helpful to you. The Complex Project Manager can provide technical assistance and M&O installation pricing in coordination with the Area Craft Departments, Technical Services Department, OEHS, Asbestos Technical Unit and A/E Technical Services. All projects are treated as unique and will be analyzed on a scope specific basis.

HVAC/Refrigeration Projects
The Complex Project Manager can provide technical assistance and M&O installation pricing in coordination with the Area HVAC Department for projects such as window air conditioning units, ice machine installations, or additional refrigeration for concession stands. Any alterations to existing heating and air conditioning systems should not be attempted.

Initial Concept Phase
Scope Definition
Define the scope of the project including the project requirements. For example, if you plan to install an ice maker for the Athletic Department, it must be determined where the ice maker can be located with regard to access for the training staff, security for the safety of the students, the protection of the equipment, and the availability of utilities (electrical and plumbing including drain(s)).

Budget/Funding Source
Determine the estimated cost of your project. Develop a budget and identify the source of funding.

Schedule
Determine the start and completion dates for your project. Note any dates during your project duration that may impact your project schedule (i.e., graduation, open house, sports game, etc.). Dates that are pupil and staff free may be utilized when your project requires the shut down of utilities.

Obtain Site Administrator Approval and District Technical Support
All community initiated projects must first be approved by the Site Administrator. Contact your Site Administrator to discuss the scope, budget, and funding of your proposed project. Once you have obtained the Site Administrator’s approval, he/she will set up a meeting with the Complex Project Manager. The Complex Project Manager will perform an on-site visit to evaluate the project and provide project specific information and technical advice.

Establish Committees/Community Design Leader
A Community Design Leader should be designated soon after the Site Administrator approves the proposed project. The Complex Project Manager will provide coordination between the Site Administrator, the parent or community group and the Community Design Leader. Along with the Site Administrator, this point person will ensure adherence to all requirements, codes, and
regulations. The Complex Project Manager will provide guidance and oversight through a process of coordination with the Community Design Leader. Specific project committees (fundraising, safety, procurement, volunteers, registration, job supervisors, etc.) may be created as necessary following Site Administrator project approval.

District Review and Approval Phase
General Requirements
Depending on the scope of the project the following requirements may apply in the review and approval process:

- Structural Impact Review Division of State and Architect (DSA) approvals may be required
- ADA Impact Review Division of State and Architect (DSA) approvals may be required.

District Review and Approval Phase
General Requirements cont.
- Adherence to all District and State specifications, codes and requirements.
- Asbestos/Lead Impact Review (ATU approval will be required).
- If soil is impacted, OEHS approval may be required (see District Specification 01440-Import/Export soil Material Testing).
- Inspections (will be required).
- Insurance Requirements.
- Hold Harmless
- Safety Plan (OEHS).
- Products Material Safety Data Sheets (MSDS) (requires OEHS approval for products not approved on website http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf).

Design Assistance/Drawings/Plan Review/ (DSA) Approvals
A plan of the project, including information on the material intended to be installed should be provided to the Complex Project Manager as soon as possible. Your Complex Project Manager will assist you with your project specific design requirements. Your ability to execute your project promptly may be impacted by required review by the Division of the State Architect. Typical projects average 6 months to obtain DSA approval. To start the Design process or to obtain DSA approval, the Complex Project Manager will submit a “REQUEST FOR DESIGN ASSISTANCE” form to the Technical Services Area Facilities Services Director.

Specifications
Prior to finalizing the design and scope of work, thoroughly read and adhere to the District Specifications, and other related Specifications. Material and Methods of installation cited in these Specifications shall be used to develop and finalize your design and scope of work. All work shall comply with State and local Codes.

As with all specifications, updates and changes occur on a regular basis. To ensure that you have the latest set of specifications, please download the most recent revisions of the applicable sections for your particular project from the laschools.org web site using the following link.
http://www.laschools.org/fcs/cc/lausd-bidding/
Specifications cont.

Prior to finalizing the HVAC/Refrigeration design and scope of work, thoroughly read and adhere to the District Mechanical Specifications, and other related Specifications. Material and Methods of installation cited in these Specifications shall be used to develop and finalize your design and scope of work. The related sections, Division 15 (Mechanical), including but not limited to:

- Section 15010: Basic Mechanical Requirements.
- Section 15050: Basic Mechanical Materials and Methods.
- Section 15070: Mechanical sound, Vibration and Seismic Control
- Section 15080: Mechanical Insulation
- Section 15600: Refrigeration Equipment
- Section 15700: Heating Ventilating and Air conditioning Equipment
- Section 15800: Air Distribution
- Section: 15900: HVAC Instrumentation and Controls

As with all specifications, updates and changes occur on a regular basis. To ensure that you have the latest set of specifications, please download the most recent revisions of the applicable sections for your particular project from the laschools.org web site using the following link.

http://www.laschools.org/fcs/cc/lausd-bidding/

Asbestos Technical Unit

All projects at existing school and office sites must be reviewed by the Asbestos Technical Unit (ATU) for impact to lead based paint and asbestos containing materials prior to the project being started. If the work is contracted the review must be completed before the project is bid. There are often costs required to perform these assessments. All coated surfaces (Paint, Varnish, or Glazed) are assumed to contain lead and work that impacts coated surfaces must be performed by persons are properly trained in the Lead Safe Schools Program. Asbestos containing materials may not be impacted by volunteers. Your Complex Project Manager can assist you in obtaining review and approvals from the ATU as well as providing other approvals and procedures required by the District regarding volunteer work activity.

Import/Export of Soil

Approval from the Office of Environmental Health and Safety will be required if soil is impacted. Your Complex Project Manager can assist you with obtaining review and approvals if necessary for your proposed project. Please refer to District Specification 01440-Import/Export soil Material testing.

Inspection

All projects performed on District property require inspection to ensure compliance with applicable codes and specifications. The Complex Project Manager will coordinate the inspection of your project. Please be advised that there may be a cost associated with required inspections.
Insurance Requirements

Hold Harmless
Each project participant must sign an agreement to release and hold harmless LAUSD from any claims resulting from work on the project. See enclosed example.

Safety
The Los Angeles Unified School District has the responsibility to provide a safe environment for children and staff. All work shall comply with Cal/OSHA & LAUSD Office of Environmental Health and Safety requirements. It is important to know the safety requirements and codes for the type of project you plan to provide, and to ensure that safety standards, regulations, and codes are adhered to at all times. It is recommended that you develop safety guidelines for each project you plan (safety concerns vary with the type and complexity of projects), and require every project participant to read and sign-off on the guidelines. Ensure that all project participants use personal protective clothing and devices as required by the specific project. All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure project site.

Materials
ALL MATERIALS must meet DISTRICT standards and specifications. All materials must be stored out of the reach of children. All materials must have the approval of the Office of Environmental Health and Safety (OEHS). Instructions on how to obtain product information can be accessed at http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf. Material Safety Data Sheets must be maintained on site for all products used.

Contractors
Contractors must have a valid C-20 license. All outside contractors must adhere to District requirements including licensing, specifications, codes, insurance, workers compensation, and safety rules and regulations. All persons involved and/or working on community projects must read and adhere to Los Angeles Unified School District Contractors and Consultants Code of Conduct: http://ethics.lausd.net/default.asp?Page=portal1_codeOfEthics

Donation of Services/Funds
Please review Bulletin No.C-66 (rev.) Donations, January 8, 2002 for information about the donation of cash, materials and services to Los Angeles Unified School District. Maintenance and Operations has the responsibility to review for compliance donations of new and used equipment or modifications to facilities to ensure that equipment is approved and safe to operate, and to verify insurance and contractors licenses. The Administrator shall prepare a Request for Processing of Donated Cash, Materials, Equipment of Services form and forward to the appropriate office. If the donation exceeds $25,000, the Procurement Services Group of the Business Services Division will prepare a Board Report ratifying the acceptance of the donation. WEB LINK to Bulletin no. c-66 = http://notebook.lausd.net/pls/ptl/ptl_apps.simple_search
Working Project Phase

Job Start Meeting/Progress Meetings
Prior to the start of your project, it is recommended that you have a Job Start Meeting which should include all stakeholders. CPM should always be included in these meetings to discuss project coordination, scheduling, and safety issues. Ongoing progress meetings are also recommended to discuss issues and concerns, provide schedule coordination, and ensure adherence to safety requirements.

Project Closeout

As-Built Drawings
As-Built drawings are required at the completion of any project when adding to the original building system. A complete set of As-Built drawings showing the work that has been performed including detailed measurements shall be provided to the Complex Project Manager. During inspection these As-Built drawings shall be reviewed to ensure the District has an accurate record of the project.

Warranties
When utilizing a contractor, ensure that warranty information is provided along with the name of the company, telephone, contact person, and the completion date of the project. Obtain any additional manufacturer equipment product warranty paperwork and provide copies to the Complex Project Manager.

Operation and Service Manuals
Provide all Operation and Service manuals for the equipment supplied and or installed as part of this project. Deliver the O&S Manuals to the Complex Project Manager.
Site Administrator
Print Name ___________________________________________ Title ___________________________

Complex Project Manager (CPM) ___________________________ (Phone) __________________
Community Design Leader ____________________________ (Phone) __________________

Job start meeting Location ___________________________ Date ____________ Time ________
Contact for providing material is __________________________ (Phone) __________________
Contact to provide labor is ____________________________ (Phone) __________________

INSPECTION # 1, 2, 3, 4, 5 and 6 to be made by a HVAC Senior or Supervisor
DSA inspectors Y/N if YES (name) __________________________ (Phone) __________________
LAUSD to provide ______________________________________
_______________________________

Community /Contractor/Other to provide ________________

REQUERED ATU approval form (Request Environmental Assessment (Phase1) and Abatement
Design (Phase 2) from ATU) must be attached
REQUERED OEHS approval for all chemicals, products, and MSDS sheets on site.
REQUERED material approval (i.e., Paint, plant materials and pipe schedule)
Using CONTRACTOR NO YES
If YES, attach the following (if applicable)
☐ Safety pre qualified– as required in accordance to http://www.laschools.org/contractor/cc/pq/
☐ Licensed– as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
☐ Insurance – as required in accordance to http://www.laschools.org/pp_toc-8.5
☐ Bonded–Performance Bond for Contracts of $15,000.00 or more.

☐ Project inspector name ___________________________ Title ___________________________
☐ START __________________ COMPLETION ___________________________
☐ Purpose of new PROJECT ___________________________________________________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL Print name ______________
Title ___________________________ Signature ___________________________ Date ______

☐ CPM PRE-CONSTRUCTION APPROVAL & SIGNATURE
Print Name ___________________________ Signature ___________________________ Date ______
☐ School map with project lay out
☐ Call Southern California Dig Alert (800)-227-2600 two days before excavating to avoid hitting public
piping utilities (i.e., gas, petroleum, telephone, electrical power lines etc.)
☐ Determine how you will remove dirt from site according to specification section 01440 E.S.T.

Community Projects at __________________________________________________________ 1
# 1 INSPECTION  Location of ice machine must have a clearance as provided by manufacturer installation instructions.

INSPECTED by____________________ TITTLE________________ (Phone)__________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐

# 2 INSPECTION  Location of ice machine must not obstruct foot traffic.

INSPECTED by____________________ TITLE________________ (Phone)__________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐

# 3 INSPECTION  Electrical receptacle must be within 6 feet of ice machine.

INSPECTED by____________________ TTITLE________________ (Phone)__________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐

# 4 INSPECTION  Ice machine must drain to floor sink.

INSPECTED by____________________ TITLE________________ (Phone)__________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐

# 5 INSPECTION  Water line to ice machine must be copper. (NO PVC, GALVANIZED PIPE OR VINYL TUBING)

INSPECTED by____________________ TITLE________________ (Phone)__________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.
# 6 INSPECTION  Ice machine must anchored securely to the floor per district guidelines.

INSPECTED by___________________ TITLE_________________ (Phone)_________________

Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: _____________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ Provide as-built drawings
☐ OEM Manuals
☐ Warranty
☐ Return School Keys
☐ Remove all unused materials from site
☐ _____________________________________________

FINAL PROJECT INSPECTED BY CPM

Print Name __________________Title_____________ Signature ______________Date _______

FINAL PROJECT ACCEPTED BY SITE ADMINISTRATOR

Print Name __________________Title_____________ Signature ______________Date _______

END OF INSPECTION GUIDELINE
COMMUNITY PROJECTS INSPECTION GUIDELINE

REFRIGERATOR

Site Administrator
Print Name ___________________________ Title ____________________________

Complex Project Manager (CPM) ___________________________ (Phone) ___________

Community Design Leader ___________________________________ (Phone) ___________

Contact for providing material is ____________________________ (Phone) ___________

Contact to provide labor is ________________________________ (Phone) ___________

INSPECTION # 1, 2, and 3 to be made by a HVAC Senior or Supervisor.

DSA inspectors Y/N if YES (name) ___________________________ (Phone) ___________

LAUSD to provide __________________________________________

______________________________

Community /Contractor/Other to provide ________________

________________________________

__________________________

REQUIRED

ATU approval form (Request Environmental Assessment (Phase 1) and Abatement Design (Phase 2) from ATU) must be attached

REQUIRED

OEHS approval for all chemicals, products, and MSDS sheets on site.

Using CONTRACTOR NO YES

If YES, attach the following (if applicable)

☐ Safety pre qualified– as required in accordance to http://www.laschools.org/contractor/cc/pq/

☐ Licensed– as required in accordance to http://www.cslb.ca.gov/services/GClass.asp

☐ Insurance – as required in accordance to http://www.laschools.org/pp_toc-8.5

☐ Bonded–Performance Bond for Contracts $15,000.00 or more

☐ Project inspector name ___________________________ Title ____________________________

☐ START ____________________ COMPLETION ____________________

☐ Purpose of new PROJECT __________________________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL Print name __________________

Title ___________________________ Signature ___________________________ Date ______

☐ CPM PRE-CONSTRUCTION APPROVAL & SIGNATURE

Print Name ___________________________ Signature ___________________________ Date ______

☐ School map with project lay out

☐ Call Southern California Dig Alert (800)-227-2600 two days before excavating to avoid hitting public piping utilities (i.e., gas, petroleum, telephone, electrical power lines etc.)

☐ Determine how you will remove dirt from site according to specification section 01440 E.S.T.
# 1 INSPECTION  Refrigerator must be secured to wall for earthquake safety.  
INSPECTED by_________________ TITLE________________ (Phone)__________________  
Correction needed prior to Inspector approval (circle one)  Y  /  N.  If yes list corrections needed  

INSPECTOR signature of completion: ________________________________________________  
DO NOT PROCEED UNTIL signed by INSPECTOR.  

# 2 INSPECTION  Refrigerator must be level.  
INSPECTED by_________________ TITLE________________ (Phone)__________________  
Correction needed prior to Inspector approval (circle one)  Y  /  N.  If yes list corrections needed  

INSPECTOR signature of completion: ________________________________________________  
DO NOT PROCEED UNTIL signed by INSPECTOR.  

# 3 INSPECTION  Electrical outlet must be within six feet of refrigerator (NO EXTENSION CORDS).  
INSPECTED by_________________ TITLE________________ (Phone)__________________  
Correction needed prior to Inspector approval (circle one)  Y  /  N.  If yes list corrections needed  

INSPECTOR signature of completion: ________________________________________________  
DO NOT PROCEED UNTIL signed by INSPECTOR.  

☐ OEM Manuals  
☐ Warranty  
☐ Return School Keys  
☐ Remove all unused materials from site  
☐ ___________________________  

FINAL PROJECT INSPECTED BY CPM  
Print Name __________________Title________________ Signature _______________Date _______  

FINAL PROJECT ACCEPTED BY SITE ADMINISTRATOR  
Print Name __________________Title________________ Signature _______________Date _______  

END OF INSPECTION GUIDELINE
Los Angeles Unified School District

COMMUNITY PROJECT INSPECTION GUIDELINE

WINDOW A/C UNIT

Site Administrator
Print Name ___________________________ Title __________________
Complex Project Manager (CPM) __________________________ (Phone) ____________
Community Design Leader __________________________ (Phone) ____________
Job start meeting Location _________________________ Date ____________ Time __________
Contact for providing material is __________________________ (Phone) ____________
Contact to provide labor is __________________________ (Phone) ____________
INSPECTION # 1,2,3,4,5,6 and 7 to be made by a __ HVAC Senior or Supervisor
DSA inspectors Y/N if YES (name) __________________________ (Phone) ____________
LAUSD to provide ____________________________________________
____________________________________________________________
Community /Contractor/Other to provide __________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

REQUIRED ATU approval form (Request Environmental Assessment (Phase 1) and Abatement Design (Phase 2) from ATU) must be attached
REQUIRED OEHS approval for all chemicals, products, and MSDS sheets on site.
REQUIRED material approval (i.e., Paint, plant materials and pipe schedule)
Using CONTRACTOR NO YES
If YES, attach the following (if applicable)
☐ Safety pre qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/
☐ Licensed – as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
☐ Insurance – as required in accordance to http://www.laschools.org/pp_toc-8.5
☐ Bonded–Performance Bond for Contracts $15,000.00 or more.

☐ Project inspector name ___________________________ Title __________________
☐ START ___________________ COMPLETION ______________________
☐ Purpose of new PROJECT _________________________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL Print name ________________
Title ___________________________ Signature ___________________________ Date ______
☐ CPM PRE-CONSTRUCTION APPROVAL & SIGNATURE
Print Name ___________________________ Signature ___________________________ Date ______
☐ School map with project lay out
☐ Call Southern California Dig Alert (800)-227-2600 two days before excavating to avoid hitting public piping utilities (i.e., gas, petroleum, telephone, electrical power lines etc.)
☐ Determine how you will remove dirt from site according to specification section 01440 E.S.T.
# 1 INSPECTION  Location of A/C unit must be approved by M&O HVAC Dept. and Carpentry Dept.

INSPECTED by________________________ TITLE_________________ (Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ___________________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 2 INSPECTION  Window A/C unit must be installed per District specifications.

INSPECTED by________________________ TITLE_________________ (Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ___________________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 3 INSPECTION  A/C unit must have at least a ½ inch pitch from front to rear for condensate removal.

INSPECTED by________________________ TITLE_________________ (Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ___________________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 4 INSPECTION  Condensate from A/C unit must be piped to a dry well or building drain per LAUSD specifications.

☐ Call Southern California Dig Alert (800)-227-2600 two days before excavating to avoid hitting public piping utilities (i.e., gas, petroleum, telephone, electrical power lines etc.)

INSPECTED by________________________ TITLE_________________ (Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ___________________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 5 INSPECTION  Electrical outlets must be 120 volts or 230 volts.

INSPECTED by________________________ TITLE_________________ (Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ___________________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 6 INSPECTION  A/C unit must not be located more than 1 (one) foot from a dedicated receptacle.

INSPECTED by________________________ TITLE_________________ (Phone)__________________

Community Projects at __________________________________________________________
Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: __________________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR

# 7 INSPECTION  If framing is done for installation of a/c unit, all wood and trim must be primed and painted to District specifications and color.

INSPECTED by____________________ TITLE_______________(Phone)_________________

Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: __________________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR

☐ Provide as-built drawings
☐ OEM Manuals
☐ Warranty
☐ Return School Keys
☐ Remove all unused materials from site
☐ __________________________________________________________

FINAL PROJECT INSPECTED BY CPM

Print Name __________________Title_____________ Signature ______________Date _______

FINAL PROJECT ACCEPTED BY SITE ADMINISTRATOR

Print Name __________________Title_____________ Signature ______________Date _______

END OF INSPECTION GUIDELINE
Community Projects: Landscaping

Introduction
The following guidelines and requirements were developed to assist you in your effort to beautify your school with landscaping and to ensure the successful planning and execution of your project. We welcome your interest in our schools and hope that this information will be helpful to you.

Landscaping Projects
The Complex Project Manager can provide technical assistance and M&O installation pricing in coordination with the Central Shops Landscaping Department for projects such as trimming, removal, planting of trees, shrubs and turf including, but not limited to general gardening and landscaping. All projects are treated as unique and will be analyzed on a scope specific basis.

Initial Concept Phase
Scope Definition
Define the scope of the project including the project requirements with your CPM. For example, the landscape project location and the plant materials are going to be used.

Budget/Funding Source
Determine the estimated cost of your project. Develop a budget and identify the source of funding.

Schedule
Determine the start and completion dates for your project.

Obtain Site Administrator Approval and District Technical Support
All community initiated projects must first be approved by the Site Administrator. Contact your Site Administrator to discuss the scope budget and funding of your proposed project. Once you have obtained the Site Administrator's approval, he/she will set up a meeting with the Complex Project Manager. The Complex Project Manager will perform an on-site visit to evaluate the project and provide project specific information and technical advice.

Establish Committees/Community Design Leader
A Community Design Leader, should be designated soon after the Site Administrator approves the proposed project. The Complex Project Manager will provide coordination between the Site Administrator, the parent or community group and the Community Design Leader. Along with the Site Administrator, this point person will ensure adherence to all requirements, codes, and regulations. The Community Design Leader will provide guidance and oversight through a process of coordination with the Project Manager. Specific project committees (fundraising, safety, procurement, volunteers, registration, job supervisors, etc.) may be created as necessary following Site Administrator project approval.
District Review and Approval Phase

General Requirements
Depending on the scope of the project the following requirements may apply in the review and
- Adherence to all District and State specifications, codes and requirements.
- Asbestos/ Lead Impact Review (ATU approval will be required).
- If soil is impacted, OEHS approval may be required (see District Specification 01440-Import/Export soil Material Testing).
- Inspections (will be required).
- Insurance Requirements.
- Hold Harmless
- Safety Plan (OEHS).
- Products Material Safety Data Sheets (MSDS) (requires OEHS approval for products not approved on website http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf).

Design Assistance/Drawings/Plan Review
A drawing proposal of the project including the information of the plant material to be planted and
the location of the planting should be provided to the Complex Project Manager prior to the start of
construction. Take into great consideration future trunk, branch, and root growth clearing existing
infrastructure such as plumbing, conduit, structures, roof over-hangs, utility wires, fences, arcades,
walkways, driveways, gates, flow lines, drains, fire lanes, security views, flag poles, roof gutters,
marquees, lights, play apparatus, wheel chair access, ramp landings, and anything else that might
conflict with tree growth.

Specifications
Prior to finalizing the design and scope of work, thoroughly read and adhere to the District’s
specifications, and other related specifications. A set of specifications have been developed by the
District to ensure the best quality of work and that projects adhere to state building and safety codes.
Your Complex Project Manager (CPM) will assist you in following and interpreting the specifications as
necessary throughout the process.

As with all specifications, updates and changes occur on a regular basis. To ensure that you have the
latest set of specifications, please download the most recent revisions of the applicable sections for
your particular project from the laschools .org web site using the following link:
http://www.laschools.org/fes/cc/lausd-bidding/

Adhere to LAUSD Planting Specifications see section 02900 under planting. Adhere to LAUSD
Approved Tree List (presently being revised).

Asbestos Technical Unit (ATU)
All projects at existing school and office sites must be reviewed by the Asbestos Technical Unit
(ATU) for impact to lead based paint and asbestos containing materials prior to the project being
started. If the work is contracted the review must be completed before the project is bid. There are
often costs required to perform these assessments. All coated surfaces (Paint, Varnish, or Glazed) are
assumed to contain lead and work that impacts coated surfaces must be performed by persons are
properly trained. Asbestos containing materials may not be impacted by volunteers. Your Complex
Project Manager can assist you in obtaining review and approvals from the ATU as well as providing
other approvals and procedures required by the District regarding volunteer work activity.
Import/Export of Soil
Approval from the Office of Environmental Health and Safety will be required if soil is impacted. Your Complex Project manager can assist you with obtaining review and approvals if necessary for your proposed project. Please refer to District Specification 01440-Import/Export soil Material testing.

Inspection
All projects performed on District property require inspection to ensure compliance with applicable codes and specifications. The Complex Project Manager will coordinate the inspection of your project. Please be advised that there may be a cost associated with required inspections.

Insurance Requirements

Hold Harmless
Each project participant must sign an agreement to release and hold harmless LAUSD from any claims resulting from work on the project. See enclosed example.

Safety
The Los Angeles Unified School District has the responsibility to provide a safe environment for children and staff. All work shall comply with Cal/OSHA & LAUSD Office of Environmental Health and Safety requirements. It is important to know the safety requirements and codes for the type of project you plan to provide, and to ensure that safety standards, regulations, and codes are adhered to at all times. Develop safety guidelines for each project you plan (safety concerns vary with the type and complexity of projects), and require every project participant to read and sign-off on the guidelines. Ensure that all project participants use personal protective clothing and devices as required by the specific project. All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure project site.

Materials
ALL MATERIALS must meet DISTRICT standards and specifications. All materials must be stored out of the reach of children. All materials must have the approval of the Office of Environmental Health and Safety (OEHS). Instructions on how to obtain product information can be accessed at http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf. Material Safety Data Sheets must be maintained on site for all products used.

Contractor
All outside contractors must have California License D49 for tree trimming and C27 for general landscaping and meet all requirements to work on all school sites. All outside contractors must adhere to District requirements including licensing, specifications, codes, insurance, workers compensation, and safety rules and regulations. All persons involved and/or working on community projects must read and adhere to Los Angeles Unified School District Contractors and Consultants Code of Conduct: http://ethics.lausd.net/default.asp?page=portal1_codeOfEthics
Donation of Services/Funds

Please review Bulletin No. C-66 (rev.) Donations, January 8, 2002 for information about the donation of cash, materials and services to Los Angeles Unified School District. Maintenance and Operations has the responsibility to review for compliance donations of new and used equipment or modifications to facilities to ensure that equipment is approved and safe to operate, and to verify insurance and contractors licenses. The Administrator shall prepare a Request for Processing of Donated Cash, Materials, Equipment of Services form and forward to the appropriate office. If the donation exceeds $25,000, the Procurement Services Group of the Business Services Division will prepare a Board Report ratifying the acceptance of the donation. WEB LINK to Bulletin no c-66 = http://notebook.lausd.net/pls/ptl/ptl_apps.simple_search

Working Project Phase

Job Start Meeting/Progress Meetings

Prior to the start of your project, it is recommended that you have a Job Start Meeting which should include all stakeholders. CPM should always be included in these meetings to discuss project coordination, scheduling, and safety issues. Ongoing progress meetings are also recommended to discuss issues and concerns, provide schedule coordination, and ensure adherence to safety requirements.

Project Closeout

As-Built Drawings

As-Built drawings are required at the completion of any project. A complete set of As-Built drawings showing the work that has been performed including detailed measurements shall be provided to the Complex Project Manager. During inspection these As-Built drawings shall be reviewed to ensure the District has an accurate record of the project.

Warranties

When utilizing a contractor, ensure that warranty information is provided along with the name of the company, telephone, contact person and the completion date of the project. Obtain any additional manufacture equipment product warranty paperwork and provide copies to the Complex Project Manager.

Operation and Service Manuals

Provide all Operation and Service manuals for the equipment supplied and or installed as part of this project. Deliver the O&S Manuals to the Complex Project Manager.

Project Specific Guidelines

Suggested Recommendations for Planting:

- Do not plant any trees on athletic turf fields of over 10,000 square feet.
- Adhere to LAUSD Approved Tree List (presently being revised).
- Insure that all trees are clean, healthy, free of physical damage, and show no symptoms of abiotic injury. Tree also must be free of diseases, and pest.
- Refrain from planting and type of Eucalyptus, Tristania or Ficus tree or any edible fruit trees.
- Adhere to LAUSD Planting Specifications see section 02900 under planting.
- Plant minimum size 24 inch box.
- Tree installation:
  - Excavate planting holes approximately square with vertical sides shall be twice depth and width of plant container or root ball; larger if necessary to permit handling and installation without damage to the root ball system.
  - Do not install plantings having a broken or cracked root ball.
- Provide adequate irrigation for new planting.
- Containers should be opened and removed in such a manner not to damage root system.
- Remove balled plant wrappings after plant is positioned in hole.
- Scarify native soil at bottom half of holes to a depth of 6 inches.
- Backfill bottom half of hole with specified backfill mix minus fertilizers. Settle with water.
- After water settling bottom half of hole, set planting approximately in center of hole and adjust root flush to finish grade.
- Backfill balance of hole with specified backfill mix and water settle.
- Prune or remove any broken or damage limbs.
- Form a circular watering basin slightly larger than hole; 4 inches high for trees. Shape.
- Bottom of basin to be slightly lower than finish grade.
- All new trees in turf areas to be installed with tree trunk protector.
- Provide two steel stakes for each tree with a minimum 2 wire ties #10 (10ga.) galvanized soft steel cover with garden hose, or flexible vinyl Cinch tie with adjustable interlocking capability.

**Suggested Recommendations for Tree Trimming:**

- Use ANSIZ133.1 Pruning, Maintaining, and Removing Trees and Cutting Brush Safety Requirements.
- Read Tree Care Consumer Information at ISA web site.
- Any debris generated by tree planting or tree pruning shall be disposed of by persons responsible for ordering the work.
Los Angeles Unified School District

COMMUNITY PROJECT INSPECTION GUIDELINE

PLANTING

Site Administrator
Print Name ___________________________ Title ___________________________

Complex Project Manager (CPM) ____________________________ (Phone) __________
Community Design Leader __________________________ (Phone) ___________

Job start meeting Location __________________________ Date __________ Time ______
Contact for providing material is __________________________ (Phone) __________
Contact to provide labor is __________________________ (Phone) __________

INSPECTION # 1, 2, 3, 4 and 5 to be made by Gardening/Tree Dept Senior or Supervisor
DSA inspectors Y/N if YES (name) ____________________________ (Phone) __________
Gardening / Tree Dept to provide ____________________________________________

__________________________________________________________

Community /Contractor/Other to provide ________________________________

______________________________

REQUIRED

ATU approval form (Request Environmental Assessment (Phase 1) and Abatement
Design (Phase 2) from ATU) must be attached

REQUIRED

OEHS approval for all chemicals, products, and MSDS sheets on site.

REQUIRED material approval (i.e., Paint, plant materials and pipe schedule)

Using CONTRACTOR NO YES

If YES, attach the following (if applicable)

☐ Safety pre-qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/
☐ Licensed – as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
☐ Insurance – as required in accordance to http://www.laschools.org/pp_toc-8.5
☐ Bonded – Performance Bond for Contracts $15,000.00 or more.

☐ Project inspector name ___________________________ Title__________________________
☐ START __________________ COMPLETION __________________________

☐ Purpose of new PROJECT __________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL Print name __________

Title__________________________ Signature ________________________ Date ______

☐ CPM PRE-CONSTRUCTION APPROVAL

Print Name ____________________________ Signature ________________________ Date ______
School map with project lay out
☐ Call Southern California Dig Alert (800)-227-2600 two days before excavating to avoid hitting public piping utilities (i.e., gas, petroleum, telephone, electrical power lines etc.)
☐ Determine how you will remove dirt from site according to section 01440 E.S.T.

# 1 INSPECTION Verify the type of plants and trees to be used meet District Specifications.
INSPECTED by___________________ TITLE_______________ (Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 2 INSPECTION Verify the quality and size comply with “Horticultural Standards” for number one nursery stock as adopted by “American Association of Nurserymen”
INSPECTED by___________________ TITLE_______________ (Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 3 INSPECTION Establish the location and proper spacing of plants and trees prior to planting.
INSPECTED by___________________ TITLE_______________ (Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 4 INSPECTION Verify that all irrigation systems are operating properly before starting project.
INSPECTED by___________________ TITLE_______________ (Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ No Drip system is to be used.
☐ Optimum coverage is achieved

# 5 INSPECTION On day of project, assurance of the following: specifications:
☐ Plants are spaced 3 feet apart off center
☐ Trees are spaced 10-20 feet apart off center depending on species and planted 10 feet away from buildings and structures.
☐ Ensure top of root ball is level with grade, backfill soil is compacted, tree stakes are properly installed and away from root ball, tree ties loosely tied and watered thoroughly..
☐ Trees planted in turf areas must have trunk protection (Arbor Guards).
INSPECTED by ____________________ TITLE ___________________ (Phone) ________________

Correction needed prior to Inspector approval (circle one)  Y   /   N. If yes list corrections needed

INSPECTOR signature of completion: ________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ Provide as-built drawings
☐ OEM Manuals
☐ Warranty
☐ Return School Keys
☐ Remove all unused materials from site
☐ _______________________________________________________________________

CPM - FINAL PROJECT INSPECTION FOR COMPLETED PROJECT

Print Name ____________________ Title ______________ Signature ________________ Date ______

SITE ADMINISTRATOR – PROJECT COMPLETION APPROVAL

Print Name ____________________ Title ______________ Signature ________________ Date ______

END OF INSPECTION GUIDELINE
Community Projects: Metal Department

Introduction
The following guidelines and requirements were developed to assist you in your effort to provide a needed item or structure for your school, and to ensure the successful planning and execution of your project. We welcome your interest in our schools and hope that this information will be helpful to you. The Complex Project Manager can provide technical assistance and M&O installation pricing in coordination with the Area Craft Departments, Technical Services Department, OEHS, Asbestos Technical Unit and A/E Technical Services. All projects are treated as unique and will be analyzed on a scope specific basis.

Metal Projects
The Complex Project Manager can provide technical assistance and M&O installation pricing in coordination with the Area Metal Department for projects such as fencing and gates fabricated from chain link fence or wrought iron fence, ductwork for air conditioning, playground equipment, playground matting, handball walls, and shade structures. All projects are treated as unique and will be analyzed on a scope specific basis.

Initial Concept Phase
Scope Definition
Define the scope of the project including all project requirements. For example, if you plan to install a Shade Structure you need to determine the size of the structure and installation location with regards to the path of pedestrian traffic travel. This project will require Division of State and Architect approval; additional funds will be needed for Division of State and Architect requirements such as handicapped parking space(s), signage and drinking fountains.

Budget/Funding Source
Develop a budget and identify the source of funding for your proposed project.

Schedule
Determine the start and completion dates for your project. Note any dates during your project duration that may impact your project schedule (i.e., graduation, open house, sports game, etc.). Dates that are pupil and staff free may be utilized when your project requires the shut down of utilities.

Obtain Site Administrator Approval and District Technical Support
All community initiated projects must first be approved by the Site Administrator. Contact your Site Administrator to discuss the scope, budget and funding of your proposed project. Once you have obtained the Site Administrator’s approval, he/she will set up a meeting with the Complex Project Manager. The Complex Project Manager will perform an on-site visit to evaluate the project and provide project specific information and technical advice.

Establish Committees/Community Design Leader
A Community Design Leader should be designated soon after the Site Administrator approves the proposed project. The Complex Project Manager will provide coordination between the Site Administrator, the parent or community group and the Community Design Leader. Along with the Site Administrator, this point person will ensure adherence to all requirements, codes, and regulations. The Complex Project Manager will provide guidance and oversight through a process of coordination with the Community Design Leader. Specific project committees (fundraising, safety,
Los Angeles Unified School District

COMMUNITY PROJECT INSPECTION GUIDELINE
RAISED CONTAINER/PLANTER

Site Administrator
Print Name ___________________________ Title ___________________________

Complex Project Manager (CPM) ___________________________ (Phone) ____________

Community Design Leader ___________________________ (Phone) ____________

☐ Job start meeting Location _______________________ Date ______________ Time ___________

Contact for providing material is ___________________________ (Phone) ____________

Contact to provide labor is ___________________________ (Phone) ____________

INSPECTION # 1, 2, 3, 4 and 5 to be made by Gardening/Tree Dept Senior or Supervisor
Gardening / Tree Dept to provide ___________________________

________________________________

Community / Contractor / Other to provide ___________________________

☐ REQUIRED ATU approval form (Request Environmental Assessment (Phase 1) and Abatement
Design (Phase 2) from ATU) must be attached

☐ REQUIRED OEHS approval for all chemicals, products, and MSDS sheets on site.

☐ REQUIRED material approval (i.e., Paint, plant materials and pipe schedule)

☐ Using CONTRACTOR ☐ NO ☐ YES

If YES, attach the following (if applicable)

☐ Safety pre-qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/

☐ Licensed – as required in accordance to http://www.cslb.ca.gov/services/GClass.asp

☐ Insurance – as required in accordance to http://www.laschools.org/pp_toc-8.5

☐ Bonded – Performance Bond for Contracts $15,000.00 or more.

☐ Project inspector name ___________________________ Title ___________________________

☐ START ___________________ COMPLETION ___________________

☐ Purpose of new PROJECT ___________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL

Print name ___________________________

Title ___________________________ Signature ___________________________ Date ___________

☐ CPM PRE-CONSTRUCTION APPROVAL

Print Name ___________________________ Signature ___________________________ Date ___________
☐ School map with project lay out
☐ Call Southern California Dig Alert (800)-227-2600 two days before excavating to avoid hitting public piping utilities (i.e., gas, petroleum, telephone, electrical power lines etc.)
☐ Determine how you will remove dirt from site according to section 01440 E.S.T.

# 1 INSPECTION Verify that all irrigation systems are operating properly before starting project.
INSPECTED by_________________ TITLE____________________ (Phone)_________________
Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ No Drip system is to be used.
☐ Optimum coverage is achieved

# 2 INSPECTION Remove concrete/asphalt and base material. Over excavate a minimum 2 inches of underlying soil.
INSPECTED by_________________ TITLE____________________ (Phone)_________________
Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 3 INSPECTION Provide a “X” strap on bottom of box or other method used to keep planter box square.
INSPECTED by_________________ TITLE____________________ (Phone)_________________
Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 4 INSPECTION Verify the type of plants to be used meet District Specifications.
INSPECTED by_________________ TITLE____________________ (Phone)_________________
Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 5 INSPECTION Following container construction/fabrication, place amended soil/planting mix, as necessary.
INSPECTED by_________________ TITLE____________________ (Phone)_________________
Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.
☐ Provide as-built drawings
☐ OEM Manuals
☐ Warranty
☐ Return School Keys
☐ Remove all unused materials from site
☐ __________________________________________________________

CPM - FINAL PROJECT INSPECTION FOR COMPLETED PROJECT
Print Name __________________Title_____________ Signature ______________Date _______

SITE ADMINISTRATOR – PROJECT COMPLETION APPROVAL
Print Name __________________Title_____________ Signature ______________Date _______

END OF INSPECTION GUIDELINE
procurement, volunteers, registration, job supervisors, etc.) may be created as necessary following Site Administrator project approval.

**District Review and Approval Phase**

**General Requirements**

Depending on the scope of the project the following requirements may apply in the review and approval process:

- Structural Impact Review (Division of State and Architect approvals may be required)
- ADA Impact Review (Division of State and Architect approvals may be required).
- Adherence to all District and State specifications, codes and requirements.
- Asbestos/Lead Impact Review (ATU approval will be required).
- If soil is impacted, OEHS approval may be required (see District Specification 01440-Import/Export soil Material Testing).
- Inspections (will be required).
- Insurance Requirements.
- Hold Harmless
- Safety Plan (OEHS).
- Products Material Safety Data Sheets (MSDS) (requires OEHS approval for products not approved on website [http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf](http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf)).

**Design Assistance/Drawings/Plan Review/ (DSA) Approvals**

A plan of the project, including information on the material intended to be installed should be provided to the Complex Project Manager as soon as possible. Your Complex Project Manager will assist you with your project specific design requirements. Your ability to execute your project promptly may be impacted by required review by the Division of the State Architect. Typical projects average 6 months to obtain DSA approval. To start the Design Review process, Design process, or to obtain DSA approval; the Complex Project Manager will submit a “REQUEST FOR DESIGN ASSISTANCE” form to the Technical Services Area Facilities Services Director.

**Specifications**

Prior to finalizing the design and scope of work, thoroughly read and adhere to the District Specifications, and other related Specifications. Material and Methods of installation cited in these Specifications shall be used to develop and finalize your design and scope of work. All work shall comply with State and local Codes.

As with all specifications, updates and changes occur on a regular basis. To ensure that you have the latest set of specification, please download the most recent revisions of the applicable sections for your particular project from the laschools.org website using the following link: [http://www.laschools.org/fcs/cc/lausd-bidding/](http://www.laschools.org/fcs/cc/lausd-bidding/)

**Asbestos Technical Unit**

All projects at existing school and office sites must be reviewed by the Asbestos Technical Unit (ATU) for impact to lead based paint and asbestos containing materials prior to the project being
started. If the work is contracted the review must be completed before the project is bid. There are often costs required to perform these assessments. All coated surfaces (Paint, Varnish, or Glazed) are assumed to contain lead and work that impacts coated surfaces must be performed by persons properly trained. Asbestos containing materials may not be impacted by volunteers. Your Complex Project Manager can assist you in obtaining review and approvals from the ATU as well as providing other approvals and procedures required by the District regarding volunteer work activity.

Import/Export of Soil
Approval from the Office of Environmental Health and Safety will be required if soil is impacted. Your Complex Project Manager can assist you with obtaining review and approvals if necessary for your proposed project. Please refer to District Specification 01440-Import/Export soil Material testing.

Inspection/As-Built Drawings
All projects performed on District property require inspection to ensure compliance with applicable codes and specifications. As-Built drawings are required at the completion of any project when adding to the original building system. Please provide a complete set of As-Built drawings indicating the work that has been performed including detailed measurements to the Complex Project Manager. During inspection these As-Built drawings shall be reviewed to ensure the District has an accurate record of the project. The Complex Project Manager will coordinate the inspection of your project. Please be advised that there may be a cost associated with required inspections.

Insurance Requirements

Hold Harmless
Each project participant must sign an agreement to release and hold harmless LAUSD from any claims resulting from work on the project. See enclosed example.

Safety
The Los Angeles Unified School District has the responsibility to provide a safe environment for children and staff. All work shall comply with Cal/OSHA & LAUSD Office of Environmental Health and Safety requirements. It is important to know the safety requirements and codes for the type of project you plan to provide, and to ensure that safety standards, regulations, and codes are adhered to at all times. It is recommended that you develop safety guidelines for each project you plan (safety concerns vary with the type and complexity of projects), and require every project participant to read and sign-off on the guidelines. Ensure that all project participants use personal protective clothing and devices as required by the specific project. Any Vehicle driving on school grounds when students are present shall stop and evaluate the potential safety hazard. A second person providing a second pair of eyes should be in front of the vehicle in order to escort the vehicle safely through areas where children are at play or near. Keep tools confined to supervised work area(s). Do not leave tools and equipment unattended. Fire extinguishers in working order shall be available when soldering, welding and at other required times of renovation. All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure project sites.
ALL MATERIALS must meet DISTRICT standards and specifications. All materials must be stored out of the reach of children. All materials must have the approval of the Office of Environmental Health and Safety (OEHS). Instructions on how to obtain product information can be accessed at http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf. Material Safety Data Sheets must be maintained on site for all products used.

LAUSD Contractors and Consultants Code of Conduct
All contractors must adhere to District requirements including licensing, specifications, codes, insurance, workers compensation, and safety rules and regulations. All persons involved and/or working on community projects must read and adhere to Los Angeles Unified School District Contractors and Consultants Code of Conduct: http://ethics.lausd.net/default.asp?Page=portal2_contractorConsultantCode.

Donation of Services/Funds
Please review Bulletin No.C-66 (rev.) Donations, January 8, 2002 for information about the donation of cash, materials and services to Los Angeles Unified School District. Maintenance and Operations has the responsibility to review for compliance donations of new and used equipment or modifications to facilities to ensure that equipment is approved and safe to operate, and to verify insurance and contractors licenses. The Administrator shall prepare a Request for Processing of Donated Cash, Materials, Equipment of Services form and forward to the appropriate office. If the donation exceeds $25,000, the Procurement Services Group of the Business Services Division will prepare a Board Report ratifying the acceptance of the donation. WEB LINK to Bulletin no c-66 = http://notebook.lausd.net/pls/ptl/ptl_apps.simple_search

Working Project Phase
Job Start Meeting/Progress Meetings
Prior to the start of your project, it is recommended that you have a Job Start Meeting which should include all stakeholders. CPM should always be included in these meetings to discuss project coordination, scheduling, and safety issues. Ongoing progress meetings are also recommended to discuss issues and concerns, provide schedule coordination, and ensure adherence to safety requirements.

Project Closeout
As-Built Drawings
As-Built drawings are required at the completion of any project when adding to the original building system. A complete set of As-Built drawings showing the work that has been performed including detailed measurements should be provided to the Complex Project Manager. During inspection these As-Built drawings shall be reviewed to ensure the District has an accurate record of the project.

Warranties
When utilizing a contractor, ensure that warranty information is provided along with the name of the company, telephone, contact person, and the completion date of the project. Obtain any additional manufacturer equipment product warranty paperwork and provide copies to the Complex Project Manager.

Operation and Service Manuals
Provide all Operation and Service manuals for the equipment supplied and or installed as part of this project. Deliver the O&S Manuals to the Complex Project Manager.
Project Specific Guidelines

Fencing and Gates: Chain Link or Wrought Iron

Preparation
- Determine the Chain link height.
- Measure the perimeter.
- Determine how many gates you will need (Drive gates and or Pedestrian gates).
- Gates must open to path of travel but never out as to interfere with pedestrians side walk.
- Before you start digging holes for fence post you need to find out if you have any electrical, water or sprinkler lines under your perimeter fence.
- When installing posts in to Black top you need to have a smooth surface from new concrete holding posts in place to existing black top surface.
- When installing posts in concrete, you can saw cut the existing concrete, or core drill for a hole of the proper diameter.
- When installing posts in dirt you must have proper fence elevation due to uneven dirt surface.
- You must read and follow Specification 01440-Import/Export soil Material testing.
- You must have open holes covered over night in a way so that no one falls in to them.
- Keep all materials and tools out of reach of students at all times.

Budget
Cost for this type of project vary from 4’, 6’, 8’ and 12’ high fence but could include:
- Cost associated with the exporting of soil (When installing new chain link fence or wrought iron fence you may need to export dirt, this will add cost to the project). If soil is impacted approval from the Office of Environmental Health and Safety may be required. Please refer to District Specification 01440-Import/Export soil Material testing.
- Metal pipes ranging from 2” up to 4” out side diameter for double drive gates. You may get preferential prices from a Board Approved contractor.
- Concrete must be used to fill holes where metal pipes are installed to support chain link fabric in compliance with 02821- Specifications.
- Chain link hardware fittings ranging from bottom wire steel galvanized 6 gauge, to plain eye tops. These items may be purchased through the Board Maintenance Supplies Store (213)-743-3621; If so the CPM must first generate a job ticket.
- Concrete mixer wheel barrels and miscellaneous tools are needed to plumb pipes in holes. If applicable, there are often charges for delivery of these items.

Safety
When auguring or digging holes for fence posts, ensure that any holes not filled with concrete are covered at night in a manner preventing anyone from falling into the hole. Call Dig Alert prior to digging (800)-227-2600. If soil is impacted, approval from the Office of Environmental Health and Safety may be required. Please refer to District Specification 01440-Import/Export Soil Material testing. Do not leave any sharp ends on fence projects. All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure site.

Maintenance and Operations
The local Area Metal department can give you a price for the Chain Link Fence Project to be installed by Maintenance and Operations. If you are purchasing Chain Link fitting through Maintenance Stores; the CPM will need to generate a job ticket. Wrought Iron panels and gates can be manufactured by Central Shops.
Pricing for fabrication of Wrought Iron fence panels can be obtained from Central Shops Metal Department. You may also be able to obtain a preferential price for fencing materials if you use a District approved vendor. For more information contact your local metal department for the latest annual contract.

Inspect to District Standards and Guidelines as Follows
All projects will meet Specification Section 02821 CHAIN LINK FENCES AND GATES.
All projects will meet Specification Section 02521 WROUGHT IRON FENCES PANNELS AND GATES.
All projects will meet Specification Section 01440 ENVIROMENTAL SOIL TESTING.
The CPM will coordinate the inspection of project.
The CPM will coordinate a 10 month inspection (if applicable).

Duct Work for Air Conditioning
Preparation
- Determine the size of grill vent you want.
- Make sure A/C unit will be able to perform job.
- Review Asbestos Management Plan Book in main office to determine how to proceed.
- Remove all chairs, tables and desks from work area.
- Cover computers and furniture when cutting in to walls or sealing so you do not get dust on them.
- Use proper scaffolding or ladders when working on ceiling tiles.
- Use caution not to disturb electrical lines and fire sprinklers.
- After installing vents and or Duct work make sure the room is cleaned up and furniture put back in place.

Budget
Costs for this type of project vary from location of unit and the height of the building. Ducts and Vent grill might be needed. You may get preferential prices through a Board Approved vendor If applicable, charges for delivery of these items may apply.

Safety
Never work in a class room when children are present.
Do not leave any sharp ends on duct work.
Do not drill through paint if you are not Lead trained. See Asbestos Technical Unit on How to make it work

Maintenance and Operations
The Complex Project Manager can assist you on obtaining estimates from the local Metal departments.

Inspect to District Guidelines and Standards as Follows
All projects will meet Specification Section 05500 METAL FABRICATIONS.
All projects will meet Specification Section 15150 HEATING AND AIR CONDITIONING EQUIPMENT.
All projects will meet Specification Section 15700 HEATING, VENTILATING AND AIR CONDITIONING EQUIPMENT.
The CPM will coordinate the inspection of the project.
The CPM will coordinate the 10 month inspection (if applicable).
Playground Equipment

Preparation

- Determine a specific Playground Equipment for installation.
- You will need to determine if structure will fit on site, CPM will assist on this.
- Keep in mind Rubber Matting is not included with Playground Equipment.
- If using a contractor to install structure they must have a D-34 License.
- If Volunteers are installing structure they must follow all manufacturers’ instructions and all board guidelines and specifications.
- Work site will be fenced with temporary fence panels so students do not have access to site.
- Upon completion structure will meet all Federal and State standards covered under the Playground Safety Bill SB2733.
- The final inspection will be performed by a Certified Playground Safety Inspector.

Each New Structure must have site specific approval from the Office of Environmental Health and Safety (OEHS). There are different structures and guidelines for different age groups. Work with your Complex Project Manager in order to obtain approvals.

Budget

Costs for this type of project vary from size of structure and area covered with Matting under Structure discussed next in detail. Playground Structures can be purchased through various vendors. Community groups may be able to obtain preferential prices through a Board Approved Contracts. Delivery charges will apply.

Installation with Outside Contractor

The contractor must have D-34 License to install Playground Structures on District property.

Materials

A cargo container is recommended for storing Playground Structures; see Site Administrator for possible location of cargo container.

Safety

Call Dig Alert prior to digging (800)-227-2600. If soil is impacted, the Office of Environmental Health and Safety approval may be required. Please refer to District Specification 01440-Import/Export Soil Material testing. The work site will be secured with 6’ high temporary fence panels. Children will not have access to the Playground Structure. The fence panels will be removed after the final inspection has been performed and approvals have been obtained. All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure site.

Maintenance and Operations

For District Maintenance and Operations Playground installation prices, contact your Complex Project Manager for directions on how to get a quote from the local Metal department.

Inspect to District Standards and Guidelines as Follows

All projects will meet Specification Section 02881 PLAYGROUND EQUIPMENT AND STRUCTURES (Primary Centers & Elementary Schools).
Playground equipment shall meet Federal and State standards covered under the Playground Safety Bill SB2733. Playground Equipment shall be inspected by a Certified Playground Safety Inspector who was certified through the National Playground Safety Institute (NPSI) on compliance with regulations R-39-97. The CPM will coordinate the inspection of the project. The CPM will coordinate the 10 month inspection (if applicable).

**Playground Equipment Matting**

**Preparation**
- Determine the fall height you need to meet for the specific structure.
- Keep in mind the price for the concrete curb surrounding the rubber matting.
- This installation should be performed by trained professionals who will warranty the products long life and the fall test.
- The fall test must meet all “American Society for Testing and Materials –ASTM F 1487 & 1292”.
- Keep in mind the fall test will be conducted by a 3rd Party for additional cost.
- Keep the site fenced in so students so not have access to structure.


**Budget**
Costs for this type of project vary from size and area covered with matting under structure. Include budget for concrete curb for outside perimeter of matting.

**Safety**
The work site will be secured with 6’ high temporary fence panels. Children will not have access to the Playground Structure. The fence panels will be removed after the final inspection has been performed and approvals have been obtained. All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure site.

**Maintenance and Operations**
Contact your Complex Project Manager for directions on how to get a quote from the local Metal department. Community groups may be able to obtain preferential prices through a Board Approved vendor; your local Metal department will have information on latest annual contracts on Pour in Place Rubber Matting.

**Inspect to District Standards and Guidelines as Follows**
All projects will meet Specification Section 02791 PLAYGROUND SURFACES SYSTEMS, POURED-IN-PLACE, ES & PC.
The CPM will coordinate the inspection of the project. The CPM will coordinate the 10 month inspection (if applicable)
**Handball Walls**

**Preparation**
- Determine a specific structure you want to install wood or block wall.
- Make sure structure will fit on site.
- Wall lines will have to be done in accordance with board specifications.
- Verify with Re-locatable Housing & New Construction for possible future building location on site.
- Structure must meet all board guide lines and specifications.
- Before you start digging holes for wall post you need to find out if you have any electrical, water or sprinkler lines under your perimeter fence. CPM has access to this information.
- Keep area fenced so students do not have access to structure.
- You must read and follow Specification 01440-Import/Export soil Material testing.
- You must have open holes covered over night in a way so no one falls in to them.
- If you have board employees paint lines and wall additional cost will be needed.
- Keep all materials and tools out of reach of students at all times.

Contact your Site Administrator to discuss the scope of the project. Once you have obtained the Site Administrator’s approval, he/she will set up a meeting with the Complex Project Manager. The CPM must go through Maintenance & Operations Technical Services Unit AFSD for direction on DSA approval.

**Budget**
Costs for this type of project vary on building material ranging from wood to block walls and from a single wall to multiple walls.

**Safety**
The work site will be secured with 6’ high temporary fence panels. Children will not have access to the area. The fence panels will be removed after the final inspection has been performed and approvals have been obtained. All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure site.

**Maintenance and Operations**
Wooden walls can be fabricated through the Carpentry Department. Contact your CPM for assistance. You may be able to obtain preferential price if you use a District approved vendors, for more information see local Metal department for latest annual contract.

**Inspect to District Guidelines and Standards as Follows**
CPM will coordinate the inspection of the project.
CPM to coordinate 10 month inspection (if applicable)

**Shade Structures**

**Preparation**
- Determine a specific structure you want to install.
- All Shade structures must be DSA approved.
- Additional cost will be needed for DSA.
- Keep in mind DSA will require drinking fountains and handicapped parking, this will add to your coat.
- Before you start digging holes for structure post you need to find out if you have any electrical, water or sprinkler lines under your perimeter fence. CPM has access to this information.
- When installing posts in dirt you must have proper fence elevation due to uneven dirt surface.
- You must read and follow Specification 01440-Import/Export soil Material testing.
- You must have open holes covered over night in a way so no one falls in to them.
- Keep all materials and tools out of reach of students at all times.

All projects plans will need to be site specific and must go through DSA. DSA review and approval will impact your project cost and schedule. The CPM will obtain the assistance of the Maintenance & Operations Technical Services Unit AFSD for direction on DSA approval. Maintenance and Operations Technical Services Unit has a procedure for ordering Playground Structures, your Complex Project Manager can assist you with obtaining information. You must have a model in mind for your project, Community groups may get preferential pricing from District used vendors.

The following items are needed for Maintenance & Operations Technical Services Unit AFSD to start the DSA approval procedure:
- The CPM must fill out a “REQUEST FOR DESIGN ASSISTANCE”, and provide a site map with the project location and all pertinent project information. If possible, the CPM should include pictures.

The CPM will coordinate Inspections Services requirements and approvals required for fabrication & installation. Additional inspection costs will apply.

Tests & Inspections Sheets (T&I) are required for metal testing during fabrication and for concrete testing during construction. Concrete testing will be conducted at a designated Lab through the T&I sheet. Complex Project Manager can obtain the latest forms by calling 213-241-4188. After securing funding approval for T&I sheet, obtain concrete inspection through approved lab (provided on T&I sheet).

**Budget**
Inspections will need approximately 5% of total job cost for their inspection portion of project. The price will vary depending on size of structure. Review of your planned project may trigger DSA requirements and upgrades to a school site including such project components as handicapped parking, handicapped drinking fountains, and wet stamped vellums, etc. Test and Inspection Sheets (T & I sheets for metal and concrete inspections) will add cost to your project.

**Outside Contractor**
It is recommended you coordinate fabrication with installation of structure to eliminate storage of structure.

**Safety**
The work site will be secured with 6’ high temporary fence panels. Children will not have access to the area. The fence panels will be removed after the final inspection has been performed and approvals have been obtained. All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure site.

**Maintenance and Operations**
Structures can be purchased and installed by your local M&O Area Metal department. Contact your CPM for more information.
Inspection
CPM will coordinate the inspection of the project with Inspection Services Department.
CPM will coordinate the 10 month inspection (if applicable).

Security Grills
Contact your Site Administrator to discuss the scope of the project. Once you have obtained the Site Administrator’s approval, he/she will set up a meeting with the Complex Project Manager.

Preparation
- Determine how many rooms you want to install grills on.
- Keep in mind you need to install an emergency grill per class room.
- Determine if you will have grill Galvanized or powder coated.
- Measure all grills to fit on the outside of the window openings allow one inch gap on bottom for debris not to accumulate.
- Make sure emergency escape grill will be accessible from the inside of the class room.
- All grills must meet district Specification Section 008581 SECURITY WINDOW SCREENS.
- Keep in mind Central Shops can manufacture grills.
- When installing grills you will need to secure them to window frame or building.
- You will need to review the Asbestos Management Plan Book (Located in the office) to determine how you will precede.
- Only lead aware trained personnel can work on lead paint all paint must be considered lead base.
- You will need two extension ladders on the exterior of the building when installing grills.
- You will need an “A” frame ladder in the inside of the building.
- You need to remove all furniture from inside window frame.
- If you are drilling through wall you must use a special vacuum from the paint department to clean all lead paint debris.
- Only approved hardware and fasteners must be used to secure grills.
- When installing grill on window frame you must allow approximately 1 one inch gap at the bottom so debris does not accumulate. Make sure there are no sharp edges on the fasteners inside or out side of the room.
- Make sure all surfaces are cleaned up properly.
- All furniture must me cleaned up and put back in its place.

Budget
Costs for this project vary from size of grills and the additional price for Galvanized or Powder Coating. For Coatings, groups might be able to obtain preferential prices through a Board Approved vendor.

Safety
All paint must be treated as if it was lead based paint. Personnel installing grills must be ‘Lead ‘trained and follow all rules and regulations when drilling through lead or asbestos walls. Information on lead and asbestos may be obtained at each site’s main office on the school’s Lead and Asbestos Management log. Personnel installing grills must install grills with BOARD approved hardware. Personnel installing grills must have on all Proper Protective Equipment (PPE) at all times.
Maintenance and Operations
Security grills can be manufactured by LAUSD Central Shops, contact your CPM for assistance. You must coordinate grill fabrication with Central Shops from initial window measurement through the picking up of grills after their fabrication is complete. In order to pick these up, you might need a flat bed truck (depending on grill size). You will need to unload the heavy grills and store them on site in a way where they will not be a hazard to students or teachers. You may also be able to obtain preferential pricing if you use a District approved vendor. For more information contact your local Metal department for approved vendors and or contractors.

Inspect to District Standards and Guidelines as Follows
All projects must meet Specification Section 008581 SECURITY WINDOW SCREENS
The CPM will coordinate the inspection of the project.
Site Administrator
Print Name _____________________________Title _________________________________
Complex Project Manager (CPM) ___________________________ (Phone) ____________
Community Design Leader ____________________________ (Phone) __________________
Job start meeting Location ________________________________Date _____________Time ____
Contact for providing material is ___________________________ (Phone) ____________
Contact to provide labor is _________________________________ (Phone) ____________
INSPECTION # 1, 2 & 3 to be made by a _______ METAL _______ Senior or Supervisor
DSA inspectors Y/N if YES (name) ____________________________ (Phone) ____________
LAUSD to provide ____________________________________________
Community /Contractor/Other to provide ________________________

REQUIRED ATU approval form (Request Environmental Assessment (Phase1) and Abatement
Design (Phase 2) from ATU) must be attached
REQUIRED OEHS approval for all chemicals, products, and MSDS sheets on site.
REQUIRED material approval (ie., Paint, plant materials and pipe schedule)
Using CONTRACTOR NO YES
If YES, attach the following (if applicable)
☐ Safety pre-qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/
☐ Licensed – as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
☐ Insurance – as required in accordance to http://www.laschools.org/pp_toc-8.5
☐ Bonded –Performance Bond for Contracts $15,000.00 or more.
☐ Project inspector name __________________________ Title __________________
☐ START __________________ COMPLETION _____________
☐ Purpose of new PROJECT ____________________________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL Print name _________________
Title __________________________ Signature __________________________ Date ________
☐ CPM PRE-CONSTRUCTION APPROVAL
Print Name __________________________ Signature __________________________ Date ________
☐ School map with project lay out
# 1 INSPECTION Duct size meets project drawings & District Specifications, Gauge is correct

INSPECTED by__________________ TITLE__________________ (Phone)__________________

Correction needed prior to Inspector approval (circle one)  Y  /  N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ Installation must meet Sheet metal and Air Conditioning Contractor’s National Association, Inc. (SMACNA) standards,

☐ Ensure a balanced system, Air balance airflow

# 2 INSPECTION Test for air flow & leaks

INSPECTED by__________________ TITLE__________________ (Phone)__________________

Correction needed prior to Inspector approval (circle one)  Y  /  N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ Duct work must be properly sealed & flashes according to SMACNA standards’

☐ Legs & stands to be properly attached to structure,

# 3 INSPECTION Roof top installation & ensure proper insulation as per drawings.

INSPECTED by__________________ TITLE__________________ (Phone)__________________

Correction needed prior to Inspector approval (circle one)  Y  /  N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ Provide as-built drawings

☐ OEM Manuals

☐ Warranty

☐ Return School Keys

☐ Remove all unused materials from site

☐ __________________________________________________________________________

CPM - FINAL INSPECTED FOR COMPLETED PROJECT

Print Name__________________ Title__________________ Signature__________________ Date________

SITE ADMINISTRATOR - PROJECT COMPLETION APPROVAL

Print Name__________________ Title__________________ Signature__________________ Date________

END OF INSPECTION GUIDELINE
Site Administrator
Print Name __________________________ Title___________________________

Complex Project Manager (CPM) __________________________ (Phone) ____________
Community Design Leader __________________________ (Phone) _____________
Contact for providing material is __________________________ (Phone) _____________
Contact to provide labor is __________________________ (Phone) _____________

**INSPECTION** # 1, 2, 3, 4 and 5 to be made by a METAL Senior or Supervisor

DSA inspectors Y/N if YES (name) __________________________ (Phone) _____________
LAUSD to provide ____________________________________________

Community / Contractor / Other to provide _________________________________

**REQUIRED** ATU approval form (Request Environmental Assessment (Phase 1) and Abatement Design (Phase 2) from ATU) must be attached

**REQUIRED** OEHS approval for all chemicals, products, and MSDS sheets on site.

Using CONTRACTOR NO YES
If YES, attach the following (if applicable)
- Safety pre-qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/
- Licensed – as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
- Insurance – as required in accordance to http://www.laschools.org/pp_toc-8.5
- Bonded – Performance Bond for Contracts $15,000.00 or more.

☐ Project inspector name __________________________ Title___________________________
☐ START ____________ COMPLETION ______________
☐ Purpose of new PROJECT ________________________________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL Print name ______________

Title __________________________ Signature __________________________ Date ____________
☐ CPM PRE-CONSTRUCTION APPROVAL

Print Name ______________________ Signature __________________________ Date ____________
☐ School map with project lay out
☐ Determine how you will remove dirt from site according to section 01440 E.S.T.

# 1 INSPECTION Inventory all material to be used on project & Spacing of holes meet District Specifications

INSPECTED by __________________________ TITLE __________________________ (Phone) _____________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

Community Projects at __________________________________________________________

1
COMMUNITY PROJECTS INSPECTION GUIDELINE

FENCING

INSPECTOR signature of completion: _________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ Store material away from students
☐ Install fence according to 02821 Chain Link Fence Specifications

# 2 INSPECTION  Measure depth of footings, diameters per District Specifications, Proper concrete (PSI) and aggregate

INSPECTED by___________________ TITLE_______________ (Phone) ____________
Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 3 INSPECTION  Posts at proper height from ground and plumb as per District Speculations & Crown of concrete as per Districts Specifications

INSPECTED by___________________ TITLE_______________ (Phone) ____________
Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 4 INSPECTION  Verify type of chain link fence meets District Specifications, Framing and hardware per District Specifications

INSPECTED by___________________ TITLE_______________ (Phone) ____________
Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 5 INSPECTION  Chain link tension properly stretched & tied to District Specifications’ All gate openings, per District Design, Install hardware and hinges as per District Specifications

INSPECTED by___________________ TITLE_______________ (Phone) ____________
Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ Provide as-built drawings
☐ OEM Manuals
☐ Warranty
☐ Return School Keys
☐ Remove all unused materials from site

______________________________________________________________
Community Projects at ____________________________________________ 2

83
CPM - FINAL INSPECTED FOR COMPLETED PROJECT
Print Name __________________Title_____________ Signature ______________Date _______

SITE ADMINISTRATOR - PROJECT COMPLETION APPROVAL
Print Name __________________Title_____________ Signature ______________Date _______

END OF INSPECTION GUIDELINE
Los Angeles Unified School District

COMMUNITY PROJECT INSPECTION GUIDELINE

HANDBALL WALLS

Site Administrator
Print Name _____________________________ Title _____________________________

Complex Project Manager (CPM) _____________________________ (Phone) _____________

Community Design Leader _____________________________ (Phone) _____________

Job start meeting Location _____________________________ Date _______________ Time __

Contact for providing material is _____________________________ (Phone) _____________

Contact to provide labor is _____________________________ (Phone) _____________

INSPECTION # 1, 2, 3, 4 and 5 to be made by a _____ METAL _____ Senior or Supervisor

DSA inspectors Y/N if YES (name) _____________________________ (Phone) _____________

LAUSD to provide _____________________________

_________________________________________________________________________________

Community / Contractor / Other to provide _____________________________

_________________________________________________________________________________

REQUIRED ATU approval form (Request Environmental Assessment (Phase 1) and Abatement Design (Phase 2) from ATU) must be attached

REQUIRED OEHS approval for all chemicals, products, and MSDS sheets on site.

REQUIRED material approval (ie., Paint, plant materials and pipe schedule)

Using CONTRACTOR NO YES

If YES, attach the following (if applicable)

☐ Safety pre-qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/

☐ Licensed – as required in accordance to http://www.cslb.ca.gov/services/GClass.asp

☐ Insurance – as required in accordance to http://www.laschools.org/pp_toc-8.5

☐ Bonded – Performance Bond for Contracts $15,000.00 or more.

☐ Project inspector name _____________________________ Title _____________________________

☐ START _____________________________ COMPLETION _____________________________

☐ Purpose of new PROJECT __________________________________________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL

Print name _____________________________

Title _____________________________ Signature _____________________________ Date _____________

☐ CPM PRE-CONSTRUCTION APPROVAL

Print Name _____________________________ Signature _____________________________ Date _____________

☐ School map with project lay out

☐ Call Southern California Dig Alert (800)-227-2600 two days before excavating to avoid hitting public piping utilities (i.e., gas, petroleum, telephone, electrical power lines etc.)

☐ Determine how you will remove dirt from site according to section 01440 E.S.T.

☐ concrete to be 2,500 p.s.i. (3,000 p.s.i. for structural concrete)

Community Project at __________________________________________________________

1
WOOD WALL

# 1 INSPECTION Inspect stud spacing & Check for proper bolts

INSPECTED by____________________ TITLE_________________ (Phone)_________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

______________________________________________________________________________

INSPECTOR signature of completion: ________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 2 INSPECTION Plywood screwed 6”-in field 4”-along edges

INSPECTED by____________________ TITLE_________________ (Phone)_________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

______________________________________________________________________________

INSPECTOR signature of completion: ________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

Follow Specification Section 06100 Rough Carpentry

CONCRETE WALL

# 3 INSPECTION Rebar spacing & tied correctly

INSPECTED by____________________ TITLE_________________ (Phone)_________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

______________________________________________________________________________

INSPECTOR signature of completion: ________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 4 INSPECTION Grout all cells- 3 tears at a time

INSPECTED by____________________ TITLE_________________ (Phone)_________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

______________________________________________________________________________

INSPECTOR signature of completion: ________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

Constant & continuous inspection

# 5 INSPECTION Leave a leave opening at bottom for excess water runoff the opened hole will get packed (sacked) at completion.

INSPECTED by____________________ TITLE_________________ (Phone)_________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

______________________________________________________________________________

Community Project at __________________________________________________________

Los Angeles Unified School District
COMMUNITY PROJECT INSPECTION GUIDELINE
HANDBALL WALLS

2
COMMUNITY PROJECT INSPECTION GUIDELINE

HANDBALL WALLS

INSPECTOR signature of completion: __________________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ Follow Specification Section 03100 Concrete Forms and Accessories, 03200 Concrete Reinforcement
04210 Brick Masonry & 04850 Concrete Masonry Pavers

☐ Provide as-built drawings
☐ Return School Keys
☐ Remove all unused materials from site

CPM - FINAL INSPECTED FOR COMPLETED PROJECT
Print Name __________________Title_____________ Signature ______________Date _______

SITE ADMINISTRATOR - PROJECT COMPLETION APPROVAL
Print Name _________________Title_____________ Signature ______________Date _______

END OF INSPECTION GUIDELINE
Site Administrator
Print Name __________________________ Title ___________________________

Complex Project Manager (CPM) __________________________ (Phone) __________________
Community Design Leader __________________________ (Phone) __________________

Job start meeting Location __________________________ Date ___________ Time ______
Contact for providing material is __________________________ (Phone) ___________
Contact to provide labor is __________________________ (Phone) ___________

INSPECTION # 1 & 2 to be made by a _____ METAL _______ Senior or Supervisor

FINAL INSPECTION will be performed by a Certified Playground Safety Inspector.

DSA inspectors Y/N if YES (name) __________________________ (Phone) ________
LAUSD to provide ____________________________________________________________

________________________________________

Community /Contractor/Other to provide __________________________

________________________________________

REQUIRED ATU approval form (Request Environmental Assessment (Phase1) and Abatement
Design (Phase 2) from ATU) must be attached
REQUIRED OEHS approval for all chemicals, products, and MSDS sheets on site.
REQUIRED material approval (i.e., Paint, plant materials and pipe schedule)

Using CONTRACTOR NO YES
If YES, attach the following (if applicable)
☐ Safety pre-qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/
☐ Licensed – as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
☐ Insurance – as required in accordance to http://www.laschools.org/pp_toc-8.5
☐ Bonded – Performance Bond for Contracts $15,000.00 or more.

☐ Project inspector name __________________________ Title __________________________
☐ START __________________________ COMPLETION __________________________
☐ Purpose of new PROJECT __________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL Print name __________________________
Title __________________________ Signature __________________________ Date ______

☐ CPM PRE-CONSTRUCTION APPROVAL

Print Name __________________________ Signature __________________________ Date ______
☐ School map with project lay out
☐ Call Southern California Dig Alert (800)-227-2600 two days before excavating to avoid hitting public
piping utilities (i.e., gas, petroleum, telephone, electrical power lines etc.)
☐ Determine how you will remove dirt from site according to section 01440 E.S.T.
Secure funds for Rubber Matting
Site administrator approval on color(s)
Print Name _____________________ title________________ signature __________________________ Date __________
Make arrangements with contractor to receive & take ownership of equipment on site.

# 1 INSPECTION Fence panels must be securely attached to prevent students from entering area.
Contractors shall store apparatus inside of storage container. Inventory all materials for project in a safe
area. INSPECTED by__________________ TITLE________________ (Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 2 INSPECTION Verify hole depth for post & Check for pipes to be plumb and for fall heights before
filling in with concrete
INSPECTED by__________________ TITLE________________ (Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

Follow Specification Section 02881 Play Ground Equipment and Structures.
Check for critical height
Check for fall height
Check for use zone

The final INSPECTION will be performed by a Certified Playground Safety Inspector.
INSPECTED by__________________ TITLE________________ (Phone)__________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.
Community Project at __________________________________________________________

☐ Fence panels must not be removed until MATTING has been approved
☐ Remove all un-used materials from site
☐ Provide as-built drawings
☐ OEM Manuals to Maintenance and Operations Metal department supervisor
☐ Warranty
☐ Return School Keys
☐ Remove all unused materials from site
☐ ________________________________________________________________

CPM - FINAL INSPECTED FOR COMPLETED PROJECT

Print Name __________________ Title_____________ Signature ______________ Date _______

SITE ADMINISTRATOR - PROJECT COMPLETION APPROVAL

Print Name _________________ Title_____________ Signature ______________ Date _______

END OF INSPECTION GUIDELINE
Site Administrator
Print Name ___________________________ Title ___________________________

Complex Project Manager (CPM) __________________________ (Phone) __________
Community Design Leader __________________________ (Phone) __________
Job start meeting Location __________________________ Date __________ Time ____
Contact for providing material is __________________________ (Phone) __________
Contact to provide labor is __________________________ (Phone) __________

INSPECTION # 1 & 2 to be made by a METAL Senior or Supervisor
DSA inspectors Y/N if YES (name) __________________________ (Phone) __________
LAUSD to provide ____________________________________________

Community /Contractor/Other to provide __________________________

REQUIRED ATU approval form (Request Environmental Assessment (Phase 1) and Abatement Design (Phase 2) from ATU) must be attached
REQUIRED OEHS approval for all chemicals, products, and MSDS sheets on site.
REQUIRED material approval (i.e., Paint, plant materials and pipe schedule)
Using CONTRACTOR NO YES
If YES, attach the following (if applicable)
□ Safety pre-qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/
□ Licensed – as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
□ Insurance – as required in accordance to http://www.laschools.org/pp_toc-8.5
□ Bonded – Performance Bond for Contracts $15,000.00 or more.

□ Project inspector name ___________________________ Title ___________________________
□ START __________________________ COMPLETION __________________________
□ Purpose of new PROJECT ____________________________________________

□ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL Print name ________________
Title ___________________________ Signature ___________________________ Date ______
□ CPM PRE-CONSTRUCTION APPROVAL
Print Name ___________________________ Signature ___________________________ Date ______
□ School map with project lay out
□ Call Southern California Dig Alert (800)-227-2600 two days before excavating to avoid hitting public piping utilities (i.e., gas, petroleum, telephone, electrical power lines etc.)
□ Determine how you will remove dirt from site according to section 01440 E.S.T.
□ Determine how many matting installations on site
□ Site administrator approval on color(s)

Print Name __________________Title_____________ Signature __________ Date _______

□ Licensed contractor to install matting
□ secure work site with temporary 6’ Fence panels
□ Verify matting depth around structure

# 1 INSPECTION Make sure outer curb is flush with the rest of playground; CPSI verifies layout meets all Codes & Specifications & All matting to meet District and Manufacturers Specifications.

INSPECTED by_________________ TITLE_____________ (Phone)__________________

Correction needed prior to Inspector approval (circle one)  Y  /  N. If yes list corrections needed

INSPECTOR signature of completion: _____________________________________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 2 INSPECTION 3rd party to provide mandated drop test, results from test must meet or exceed Playground Structure designated age group.

INSPECTED by_________________ TITLE_____________ (Phone)__________________

Correction needed prior to Inspector approval (circle one)  Y  /  N. If yes list corrections needed

INSPECTOR signature of completion: _____________________________________________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

□ After final inspection and approval remove temporary fence from site.
□ Provide as-built drawings
□ OEM Manuals
□ Warranty
□ Return School Keys
□ Remove all unused materials from site
□ _______________________________________________________________

CPM - FINAL INSPECTED FOR COMPLETED PROJECT

Print Name __________________Title_____________ Signature __________ Date _______

SITE ADMINISTRATOR - PROJECT COMPLETION APPROVAL

Print Name __________________Title_____________ Signature __________ Date _______

END OF INSPECTION GUIDELINE
Site Administrator
Print Name ______________________  Title_______________________________
Complex Project Manager (CPM) ____________________________ (Phone) __________
Community Design Leader ________________________ (Phone) __________
Job start meeting Location __________________________ Date _________ Time ______
Contact for providing material is ___________________________ (Phone) __________
Contact to provide labor is ______________________________ (Phone) __________
INSPECTION # 1,2 and 3 to be made by a ______ METAL ______ Senior or Supervisor
DSA inspectors Y/N if YES (name) ____________________________ (Phone) __________
LAUSD to provide ______________

Community /Contractor/Other to provide ______________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

REQUIRED ATU approval form (Request Environmental Assessment (Phase1) and Abatement Design (Phase 2) from ATU) must be attached
REQUIRED OEHS approval for all chemicals, products, and MSDS sheets on site.
REQUIRED material approval (i.e., Paint, plant materials and pipe schedule)
Using CONTRACTOR NO YES
If YES, attach the following (if applicable)
□ Safety pre-qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/
□ Licensed – as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
□ Insurance – as required in accordance to http://www.laschools.org/pp_toc-8.5
□ Bonded –Performance Bond for Contracts $15,000.00 or more.

□ Project inspector name ______________________ Title_______________________________
□ START___________________________ COMPLETION   ______________
□ Purpose of new PROJECT

□ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL  Print name ______________
Title___________________________ Signature ______________________________Date ______
□ CPM PRE-CONSTRUCTION APPROVAL
Print Name _____________________________Signature __________________________Date ______
□ School map with project lay out
□ Determine how many grills for each building and measure window openings.
□ You will need one emergency escape grill per class room (it is recommended you install it on the window furthest away from the door)

# 1 INSPECTION
Determine how grills will be installed over window frame
Determine how grills will be secured to wall (wooden lag screws, through bolts, tamper proof bots, pop riveted in to metal frames or concrete anchors.)

INSPECTED by ___________________ TITLE ___________________ (Phone) ___________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

□ Principals approval of grill locations
□ Central shops has forms for grill size and how to lay out tabs on grills for installation.
□ Read the Asbestos Management Logs to determine how to proceed
□ Ensure Lead & Asbestos practices are in compliance with District Specifications
□ When drilling through the walls & window frames, you must follow ALL lead work related procedures
□ Only lead aware personnel can drill through paint (all paint is assumed to be lead base)
□ Make sure California Building Code (CBC) (egress) requirements are met
□ Central shops can be contacted for grill fabrication
□ Make arrangements to pick up grills after fabrication

# 2 INSPECTION
Inventory all grills for project

INSPECTED by ___________________ TITLE ___________________ (Phone) ___________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

□ Store grills away from students
□ Determine what type of tools you will use wood drills, metal drills, concrete drills and how to secure grill to window frames or wall, On most grill installation you will need a ladder to drill
□ Install grill when student are out of class rooms
□ Remove all furniture by window frames before installation & install a plastic liner over work area
□ When drilling through window frames open and close windows to insure no frame damage occurred
□ Ensure all Emergency Escape Grills (EEG) are operating properly
□ A lead approved vacuum will be used to clean up the debris from drilling in the class room.
□ Properly disposing of all lead contaminated materials.

Community Project at __________________________________________________________ 2
**Los Angeles Unified School District**

**COMMUNITY PROJECT INSPECTION GUIDELINE**

**SECURITY GRILLS**

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# 3 INSPECTION  Make sure there are no sharp edges on through bolts securing grill, School map with project lay out, a list of class rooms with install grills and Emergency Escape Grills to the metal area supervisor

INSPECTED by____________________ TITLE_________________ (Phone)_________________

Correction needed prior to Inspector approval (circle one)  Y  /  N. If yes list corrections needed

INSPECTOR signature of completion: ________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

- Return School Keys
- Remove all unused materials from site

CPM - FINAL INSPECTED FOR COMPLETED PROJECT

Print Name ________________ Title___________ Signature _______________ Date _______

SITE ADMINISTRATOR - PROJECT COMPLETION APPROVAL

Print Name ________________ Title___________ Signature _______________ Date _______

END OF INSPECTION GUIDELINE
Los Angeles Unified School District

COMMUNITY PROJECT INSPECTION GUIDELINE

SHADE STRUCTURES

Site Administrator
Print Name ___________________________ Title___________________________

Complex Project Manager (CPM) __________________________ (Phone) __________

Community Design Leader __________________________ (Phone) __________

Job start meeting Location __________________________ Date __________ Time ___

Contact for providing material is __________________________ (Phone) __________

Contact to provide labor is __________________________ (Phone) __________

INSPECTION # 1 and 2 to be made by a DSA inspector
INSPECTION # 3 to be made by a META Senior or Supervisor
DSA inspectors (name) __________________________ (Phone) __________

LAUSD to provide __________________________________

Community /Contractor/Other to provide __________________________

________________________________

REQUIRED ATU approval form (Request Environmental Assessment (Phase1) and Abatement Design (Phase 2) from ATU) must be attached

REQUIRED OEHS approval for all chemicals, products, and MSDS sheets on site.

REQUIRED material approval (i.e., Paint, plant materials and pipe schedule)

Using CONTRACTOR NO YES

If YES, attach the following (if applicable)

☐ Safety pre-qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/
☐ Licensed – as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
☐ Insurance – as required in accordance to http://www.laschools.org/pp_toc-8.5
☐ Bonded –Performance Bond for Contracts $15,000.00 or more.

☐ Project inspector name ___________________________ Title ___________________________

☐ START ___________________________ COMPLETION ___________________________

☐ Purpose of new PROJECT __________________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL Print name ___________________________

Title ___________________________ Signature ___________________________ Date ________

☐ CPM PRE-CONSTRUCTION APPROVAL

Print Name ___________________________ Signature ___________________________ Date ________

Community Project at ___________________________________________ 1
☐ School map with project lay out
☐ Call Southern California Dig Alert (800)-227-2600 two days before excavating to avoid hitting public piping utilities (i.e., gas, petroleum, telephone, electrical power lines etc.)
☐ Determine how you will remove dirt from site according to section 01440 E.S.T.

☐ Determine budget for site
☐ Site administrator approval on color(s) __________________________________________ Date __________

Print Name _____________________ signature ___________________ Date __________

☐ Determine a specific structure for site and Order from Approved Board Vendor
☐ Secure funds for inspection & DSA Approval
☐ Secure funds for DSA added Items
☐ Keep in mind DSA might take up to 18 months
☐ Contact inspections for assistance
☐ Secure funds for Testing & Inspections (T&I) this is for concrete & steel testing in a lab.
☐ Installation must be done by a licensed contractor

☐ Store material away from students
☐ Secure work site with temporary 6’ Fence panels

# 1 INSPECTION
In-plant inspection to be done by DSA Inspector to meet DSA drawings

INSPECTED by___________________ TITLE_______________ (Phone)__________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 2 INSPECTION
Inspect size of footings as per approved DSA drawings

INSPECTED by___________________ TITLE_______________ (Phone)__________________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ Proper concrete PSI and mix aggregates & Verify height & with as per detail plans
☐ Inspector to secure concrete samples for testing lab
☐ Smooth finish on concrete footings
☐ Inspector to verify cable, pipe frame and shade cloth installation according to prints
☐ Remove all unused materials from site
☐ Provide as-built drawings
☐ after inspection approval remove fence
# 3 INSPECTION Follow up with a 10 month warranty walk

INSPECTED by________________ TITLE________________ (Phone)________________

Correction needed prior to Inspector approval (circle one)  Y  /  N. If yes list corrections needed

INSPECTOR signature of completion: ____________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ Provide as-built drawings
☐ OEM Manuals
☐ Warranty
☐ Return School Keys
☐ Remove all unused materials from site
☐ ____________________________________________

CPM - FINAL INSPECTED FOR COMPLETED PROJECT

Print Name __________________Title____________ Signature _____________Date ________

SITE ADMINISTRATOR - PROJECT COMPLETION APPROVAL

Print Name ________________Title____________ Signature ______________Date ________

END OF INSPECTION GUIDELINE
Community Projects: Paint

Introduction
The following guidelines and requirements were developed to assist you in your effort to provide a needed item or structure for your school, and to ensure the successful planning and execution of your project. We welcome your interest in our schools and hope that this information will be helpful to you.

Paint Projects
The Complex Project Manager can provide technical assistance and M&O installation pricing in coordination with the Area Paint Department for projects such as painting of classrooms, stucco or concrete walls, retaining or block walls and doors.

Initial Concept Phase
Scope Definition
Define the scope of the project including the project requirements with your CPM. For example, if you plan to paint classrooms; determine how many classrooms/buildings involved for the total project. Determine the parameters of the project. Will walls only be done or should woodwork, cabinets and ceiling be painted also.

Budget/Funding Source
Determine the estimated cost of your project. Develop a budget and identify the source of funding.

Schedule
Determine the start and completion dates for your project. Note any dates during your project duration that may impact your project schedule (i.e., graduation, open house, sports game, etc). Dates that are pupil and staff free may be utilized when your project requires the shut down of utilities.

Obtain Site Administrator Approval and District Technical Support
All community initiated projects must first be approved by the Site Administrator. Contact your Site Administrator to discuss the scope, budget, and funding of your proposed project. Once you have obtained the Site Administrator’s approval, he/she will set up a meeting with the Complex Project Manager. The Complex Project Manager will perform an on-site visit to evaluate the project and provide project specific information and technical advice.

Establish Committees/Community Design Leader
A Community Design Leader should be designated soon after the Site Administrator approves the proposed project. The Complex Project Manager will provide coordination between the Site Administrator, the parent or community group and the Community Design Leader. Along with the Site Administrator, this point person will ensure adherence to all requirements, codes, and regulations. The Complex Project Manager will provide guidance and oversight through a process of coordination with the Community Design Leader. Specific project committees (fundraising, safety, procurement, volunteers, registration, job supervisors, etc.) may be created as necessary following Site Administrator project approval.
District Review and Approval Phase

General Requirements
Depending on the scope of the project the following requirements may apply in the review and approval process:

- Structural Impact Review (Division of State and Architect approvals may be required).
- ADA Impact Review (Division of State and Architect approvals may be required).
- Adherence to all District and State specifications, codes and requirements.
- Asbestos/ Lead Impact Review (ATU approval will be required).
- If soil is impacted, OEHS approval may be required (see District Specification 01440- Import/Export soil Material Testing).
- Inspections, (will be required and arrangements will be made through the CPM).
- Insurance Requirements.
- Hold Harmless
- Safety Plan (OEHS).
- Products Material Safety Data Sheets (MSDS) (requires OEHS approval for products not approved on website [http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf](http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf)).

Design Assistance/Drawings/Plan Review/ (DSA) Approvals
A plan of the project, including information on the material intended to be installed should be provided to the Complex Project Manager as soon as possible. Your Complex Project Manager will assist you with your project specific design requirements.

Specifications
Prior to finalizing the design and scope of work, thoroughly read and adhere to the District Specifications, and other related Specifications. Material and Methods of installation cited in these Specifications shall be used to develop and finalize your design and scope of work. All work shall comply with State and local Codes.
As with all specifications, updates and changes occur on a regular basis. To ensure that you have the latest set of specifications, please download the most recent revisions of the applicable sections for your particular project from the [laschools.org](http://www.laschools.org) web site using the following link. [http://www.laschools.org/fcs/cc/lausd-bidding/](http://www.laschools.org/fcs/cc/lausd-bidding/)

All Work and Materials shall follow District Design Specifications and Design Details. The following are typical specifications for Painting projects;

09910 PAINTING AND REFINISHING OF SCHOOL BUILDINGS AND APPERTENANT STRUCTURES, for repaints only.
09900 PAINTING AND COATINGS, for new construction only.

All projects must meet Specification Section 13280 ASBESTOS ABATEMENT AND ASBESTOS RELATED DISTURBANCE.
All projects must meet Specification Section 13282 LEAD ABATEMENT AND LEAD RELATED CONSTRUCTION WORK.
CPM to coordinate inspection of project.
CPM to coordinate 10 month inspection (if applicable)
Please refer to Project Specific Guidelines for specification requirements. Division 2 or 15 will include the above specifications.

Asbestos Technical Unit (ATU)
All projects at existing school and office sites must be reviewed by the Asbestos Technical Unit (ATU) for impact to lead based paint and asbestos containing materials prior to the project being started. If the work is contracted the review must be completed before the project is bid. There are often costs required to perform these assessments. All coated surfaces (Paint, Varnish, or Glazed) are assumed to contain lead and work that impacts coated surfaces must be performed by persons are properly trained. Asbestos containing materials may not be impacted by volunteers. Your Complex Project Manager can assist you in obtaining review and approvals from the ATU as well as providing other approvals and procedures required by the District regarding volunteer work activity.

Import/Export of Soil
Does not apply

Inspection
All projects performed on District property require inspection to ensure compliance with applicable codes and specifications. The Complex Project Manager will coordinate the inspection of your project. Please be advised that there may be a cost associated with required inspections.

Insurance Requirements

Hold Harmless
Each project participant must sign an agreement to release and hold harmless LAUSD from any claims resulting from work on the project.

Safety
The Los Angeles Unified School District has the responsibility to provide a safe environment for children and staff. All work shall comply with Cal/OSHA & LAUSD Office of Environmental Health and Safety requirements. It is important to know the safety requirements and codes for the type of project you plan to provide, and to ensure that safety standards, regulations, and codes are adhered to at all times. It is recommended that you develop safety guidelines for each project you plan (safety concerns vary with the type and complexity of projects), and require every project participant to read and sign-off on the guidelines. Ensure that all project participants use personal protective clothing and devices as required by the specific project. All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure project site.

Additional Safety Requirements
- Any Vehicle driving on school grounds when students are present shall stop and evaluate the potential safety hazard. A second person providing a second pair of eyes should be in front of the vehicle in order to escort the vehicle safely through areas where children are at play or near.
- Areas to be painted shall be closed down for student or faculty usage until all work is completed.
- Power cords shall not lie in route of travel or egress causing a potential tripping hazard.
- Keep tools confined to supervised work area. Do not leave tools and equipment unattended.
- All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure site.

Materials
ALL MATERIALS must meet DISTRICT standards and specifications. All materials must be stored out of the reach of children. All materials must have the approval of the Office of Environmental Health and Safety (OEHS). Instructions on how to obtain product information can be accessed at http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf. Material Safety Data Sheets must be maintained on site for all products used.

Contractors
All contractors must adhere to District requirements including licensing, specifications, codes, insurance, workers compensation, and safety rules and regulations. All persons involved and/or working on community projects must read and adhere to Los Angeles Unified School District Contractors and Consultants Code of Conduct:

Donation of Services/Funds
Please review Bulletin No.C-66 (rev.) Donations, January 8, 2002 for information about the donation of cash, materials and services to Los Angeles Unified School District. Maintenance and Operations has the responsibility to review for compliance donations of new and used equipment or modifications to facilities to ensure that equipment is approved and safe to operate, and to verify insurance and contractors licenses. The Administrator shall prepare a Request for Processing of Donated Cash, Materials, Equipment of Services form and forward to the appropriate office. If the donation exceeds $25,000, the Procurement Services Group of the Business Services Division will prepare a Board Report ratifying the acceptance of the donation. WEB LINK to Bulletin no c-66 = http://notebook.lausd.net/pls/ptl/ptl_apps.simple_search.

Working Project Phase
Job Start Meeting/Progress Meetings
Prior to the start of your project, it is recommended that you have a Job Start Meeting which should include all stakeholders. CPM should always be included in these meetings to discuss project coordination, scheduling, and safety issues. Ongoing progress meetings are also recommended to discuss issues and concerns, provide schedule coordination, and ensure adherence to safety requirements.

Project Closeout
As-Built Drawings
Does not apply

Warranties
When utilizing a contractor, ensure that warranty information is provided along with the name of the company, telephone, contact person and the completion date of the project. Obtain any additional manufacture equipment product warranty paperwork and provide copies to the Complex Project Manager.

Operation and Service Manuals
Does not apply
Project Specific Guideline

Painting Classrooms

If a contractor is doing the painting, contractor must have a C-33 Contractor’s license.
All projects must be reviewed for Lead and Asbestos prior to start of project.
Prior to start of project, all coatings and chemicals to be used on project must be approved by the CPM or Area Paint Supervisor.

Preparation:

• Remove all pictures, switch plates, nails, hooks, tape, labels, and any other items from the woodwork or walls.
• Cover with paper and masking tape: clocks, speakers, fire alarms, door hardware, fire sprinkler heads (no sprinkler heads are to be painted), natural finished baseboards, and other non-painted surfaces.
• Move all furniture to the center of the room and cover with a drop cloth or plastic.
• All wood, metal and wall surfaces must be washed with TSP substitute and rinsed thoroughly.
• All woodwork must be washed, rinsed and dusted off before painting

Materials:

• Use only LAUSD approved materials and paint coatings.
• All paints must be water based.
• All acoustical ceiling tiles must be spray painted with fire retardant paint as approved by the State Fire Marshall; contact your Complex Project Manager for additional information.
• Recycled materials are not permitted for District use.

Safety Guidelines

• Ladder Safety—Make sure ladders are in good condition. Make sure ladders are set on level ground. Don’t move a ladder with a bucket of paint on it.
• Maintain proper ventilation.
• Paint cans should be closed tightly. Containers for paints and solvents should be clearly marked.
• Do not leave any paint or equipment unattended.
• Do not drill thru paint if you are not Lead trained.
Los Angeles Unified School District

COMMUNITY PROJECT INSPECTION GUIDELINE

PAINTING OF A CLASSROOM

Site Administrator
Print Name __________________________ Title __________________________

Complex Project Manager (CPM) __________________________ (Phone) __________________________
Community Design Leader __________________________ (Phone) __________________________
Job start meeting Location __________________________ Date __________ Time __________

Contact for providing material is __________________________ (Phone) __________________________
Contact to provide labor is __________________________ (Phone) __________________________

INSPECTION # 1, 2, 3, 4, 5, 6, and 7 to be made by a Paint Senior or Area Paint Supervisor
DSA inspectors Y/N if YES (name) __________________________ (Phone) __________________________
LAUSD to provide __________________________

Community / Contractor / Other to provide __________________________

REQUIRED ATU approval form (Request Environmental Assessment (Phase1) and Abatement Design (Phase 2) from ATU) must be attached
REQUIRED OEHS approval for all chemicals, products, and MSDS sheets on site.
REQUIRED material approval (For all paint and chemicals to be used on project )
Using CONTRACTOR NO YES

If YES, attach the following (if applicable)

☐ Safety pre qualified-as required in accordance to http://www.laschools.org/contractor/cc/pq/
☐ Licensed-as required in accordance to http://www.cslb.gov/services/gclas.asp
☐ Insured-as required in accordance to http://www.laschools.org/pp_toc-8.5
☐ Bonded-Performance Bond for Contracts $15,000.00 or more.

☐ Project inspector name __________________________ Title __________________________
☐ START __________________________ COMPLETION __________________________
☐ Purpose of new PROJECT __________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL Print name __________________________
Title __________________________ Signature __________________________ Date __________

☐ CPM PRE-CONSTRUCTION APPROVAL
Print Name __________________________ Signature __________________________ Date __________
☐ School map with project lay out
Los Angeles Unified School District

COMMUNITY PROJECT INSPECTION GUIDELINE

PAINTING OF A CLASSROOM

# 1 INSPECTION  Inspect if all washing, rinsing, and patching has been completed as per Specifications.

INSPECTED by_________________ TITLE________________(Phone)________________

Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: __________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 2 INSPECTION  Inspect and check if the proper undercoater (primer) has been applied to walls and Woodwork.

INSPECTED by_________________ TITLE________________(Phone)________________

Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: __________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 3 INSPECTION  Inspect and check if the sealer has been applied to the acoustical tile ceilings If applicable.

INSPECTED by_________________ TITLE________________(Phone)________________

Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: __________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 4 INSPECTION  Inspect and check if fire retardant has been applied to the acoustical tile ceilings If applicable.

INSPECTED by_________________ TITLE________________(Phone)________________

Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: __________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 5 INSPECTION  Inspect the application of the first coat of finish paint on walls and woodwork.

INSPECTED by_________________ TITLE________________(Phone)________________

Correction needed prior to Inspector approval (circle one)  Y / N. If yes list corrections needed

INSPECTOR signature of completion: __________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.
#6 INSPECTION  Inspect the application of the second coat of finish paint on walls and woodwork.
INSPECTED by________________________ TITLE________________________(Phone)________________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

#7 INSPECTION  Inspect to see that the room is rearranged back to it’s original state and is clean.
INSPECTED by________________________ TITLE________________________(Phone)________________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR

☐ Remove all unused materials from site
☐ Return School Keys

CPM - FINAL INSPECTED FOR COMPLETED PROJECT

Print Name __________________Title_____________ Signature ______________Date _______

SITE ADMINISTRATOR - PROJECT COMPLETION APPROVAL

Print Name __________________Title_____________ Signature ______________Date _______

END OF INSPECTION GUIDELINE
Community Projects: Plumbing Department- Plumbing, Irrigation, Stormwater

Introduction
The following guidelines and requirements were developed to assist you in your effort to provide a needed item or structure for your school, and to ensure the successful planning and execution of your project. We welcome your interest in our schools and hope that this information will be helpful to you.

Plumbing Projects
The Complex Project Manager can provide technical assistance and M&O installation pricing in coordination with the Area Plumbing Department for projects such as Plumbing fixtures installations (i.e., drinking fountain, Sink, water cooler), Irrigation Sprinkler Systems, and Storm Water Systems. All projects are treated as unique and will be analyzed on a scope specific basis.

Initial Concept Phase
Scope Definition
Define the scope of the project including the project requirements. For example, if you plan to install additional Plumbing fixtures, or an Irrigation system, evaluate the existing site utility resources. Determine the where about of your water supply, drain waste or electrical point of connections (POC). These POC are a major concern in order to insure the possibility of performing this work. Draw these POC on your preliminary plan or school plot plan, showing them in relation to the area of work you are planning. If the work is in an existing restroom, hallway, or office, show the existing building components, with building names, room number, or room function (i.e., PTA room, staff lounge, student play field) on your preliminary plan. This information will be vital for your first concept design meeting.

Budget/Funding Source
Determine the estimated cost of your project. Develop a budget and identify the source of funding.

Schedule
Determine the start and completion dates for your project. Note any dates during your project duration that may impact your project schedule (i.e., graduation, open house, sports game, etc). Dates that are pupil and staff free may be utilized when your project requires the shut down of utilities.

Obtain Site Administrator Approval and District Technical Support
All community initiated projects must first be approved by the Site Administrator. Contact your Site Administrator to discuss the scope, budget, and funding of your proposed project. Once you have obtained the Site Administrator’s approval, he/she will set up a meeting with the Complex Project Manager. The Complex Project Manager will perform an on-site visit to evaluate the project and provide project specific information and technical advice.

Establish Committees/Community Design Leader
A Community Design Leader should be designated soon after the Site Administrator approves the proposed project. The Complex Project Manager will provide coordination between the Site Administrator, the parent or community group and the Community Design Leader. Along with the Site Administrator, this point person will ensure adherence to all requirements, codes, and regulations. The Complex Project Manager will provide guidance and oversight through a process of
coordination with the Community Design leader. Specific project committees (fundraising, safety, procurement, volunteers, registration, job supervisors, etc.) may be created as necessary following Site Administrator project approval.

**District Review and Approval Phase**

**General Requirements**

Depending on the scope of the project the following requirements may apply in the review and approval process:

- Structural Impact Review Division of State Architect (Division of State and Architect approvals may be required)
- ADA Impact Review Division of State Architect (Division of State and Architect approvals may be required).
- Adherence to all District and State specifications, codes and requirements.
- Asbestos/ Lead Impact Review (ATU approval will be required).
- If soil is impacted, OEHS approval may be required (see District Specification 01440-Import/Export soil Material Testing).
- Inspections (will be required).
- Insurance Requirements
- Hold Harmless
- Safety Plan (OEHS). (http://www.lausd-oehs.org)
- Products Material Safety Data Sheets (MSDS) (requires OEHS approval for products not approved on website http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf).

**Design Assistance/Drawings/Plan Review/ (DSA) Approvals**

A plan of the project, including information on the material intended to be installed should be provided to the Complex Project Manager as soon as possible. Your Complex Project Manager will assist you with your project specific design requirements. Your ability to execute your project promptly may be impacted by required review by the Division of the State Architect. Typical projects average 6 months to obtain DSA approval. To start the Design process or to obtain DSA approval, the Complex Project Manager will submit a “REQUEST FOR DESIGN ASSISTANCE” form to the M&O Technical Services Area Facilities Services Director.

**Specifications**

Specifications are a detailed, exact statement of a plan or drawing that outlines the materials, dimensions and quality of the work to be performed to build or install something at a school site. A set of specifications have been developed by the District to ensure the best quality of work and that projects adhere to state building and safety codes. Your Complex Project Manager (CPM) will assist you in following and interpreting the specifications as necessary throughout the process.

As with all specifications, updates and changes occur on a regular basis. To ensure that you have the latest set of specifications, please download the most recent revisions of the applicable sections for your particular project from the laschools.org web site using the following link.

http://www.laschools.org/fcs/cc/lausd-bidding/

All Work and Materials shall follow District Design Specifications and Design Details. The following are typical specifications for Plumbing & Irrigation and Storm Water Systems;
Division 2
02510 Site water Distribution Systems
02530 Site Sanitary Sewer Systems
02630 Storm drainage Systems
02810 Irrigation Systems

Division 15
15010 Basic Mechanical Requirements
15050 Basic Mechanical materials and Methods
15400 Plumbing

Please refer to Project Specific Guidelines for specification requirements. Division 2 or 15 will include the above specification.

Asbestos technical Unit ATU
All projects at existing school and office sites must be reviewed by the Asbestos Technical Unit (ATU) for impact to lead based paint and asbestos containing materials prior to the project being started. If the work is contracted the review must be completed before the project is bid. There are often costs required to perform these assessments. All coated surfaces (Paint, Varnish, or Glazed) are assumed to contain lead and work that impacts coated surfaces must be performed by persons are properly trained. Asbestos containing materials may not be impacted by volunteers. Your Complex Project Manager can assist you in obtaining review and approvals from the ATU as well as providing other approvals and procedures required by the District regarding volunteer work activity.

Import/Export of Soil
Approval from the Office of Environmental Health and Safety will be required if soil is impacted. Your Complex Project Manager can assist you with obtaining review and approvals if necessary for your proposed project. Please refer to District Specification 01440-Import/Export soil Material testing.

Inspection/As-Built Drawings
All projects performed on District property require inspection to ensure compliance with applicable codes and specifications. As-Built drawings are required at the completion of any project when adding to the original building system. Please provide a complete set of As-Built drawings indicating the work that has been performed including detailed measurements to the Complex Project Manager. During inspection these As-Built drawings shall be reviewed to ensure the District has an accurate record of the project. The Complex Project Manager will coordinate the inspection of your project. Please be advised that there may be a cost associated with required inspections. FINAL “AS-BUILT” RECORD SUBMITTAL’S can be supplied by the CPM.

Insurance Requirements
Hold Harmless
Each project participant must sign an agreement to release and hold harmless LAUSD from any claims resulting from work on the project. See enclosed example.

Safety
The Los Angeles Unified School District has the responsibility to provide a safe environment for children and staff. All work shall comply with Cal/OSHA & LAUSD Office of Environmental Health and Safety requirements. It is important to know the safety requirements and codes for the type of project you plan to provide, and to ensure that safety standards, regulations, and codes are adhered to at all times. Develop safety guidelines for each project you plan (safety concerns vary with the type and complexity of projects), and require every project participant to read and sign-off on the guidelines. Ensure that all project participants use personal protective clothing and devices as required by the specific project. All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure project site.

Additional Safety Requirements
- No open ditches, trenches, or excavations unless these areas are fenced with fencing panels, from student or faculty access.
- No open ditches, trenches, or excavations shall be left open un-supervised or overnight. These areas must be covered with an appropriate material, (Plywood, or trench plates, or fencing panels laid directly over excavation).
- No excavations shall be deeper than 5 feet unless permits with shoring plans have been submitted and approved by Cal/OSHA.
- Call Southern California Dig Alert (800-227-2600) two days before excavating to avoid hitting public piping utilities (i.e., gas, petroleum, telephone, electrical power lines etc.
- Any Vehicle driving on school grounds when students are present shall stop and evaluate the potential safety hazard. A second person providing a second pair of eyes should be in front of the vehicle in order to escort the vehicle safely through areas where children are at play or near.
- All restroom work (typically repair work) shall be closed down for student or faculty usage until all work is completed.
- Power cords shall not lie in route of travel or egress causing potential tripping hazard.
- Keep tools confined to supervised work area. Do not leave tools and equipment unattended.
- Fire extinguishers in working order shall be available when soldering, welding and at other required times of renovation.
- See Contractors Safety Regulations Attachment as a safety reminder and resource.
- All sites must be secured every day; unauthorized people are not allowed to have campus access. Temporary fence panels may be used to secure site.

Materials
ALL MATERIALS must meet DISTRICT standards and specifications. All materials must be stored out of the reach of children. All materials must have the approval of the Office of Environmental Health and Safety (OEHS). Instructions on how to obtain product information can be accessed at http://www.lausd-oehs.org/docs/SafetyAlerts/05-03.pdf. Material Safety Data Sheets must be maintained on site for all product used.
Contractors

Plumbers must have a valid Journeyman Plumber License from the City of Los Angeles or the Los Angeles County Building and Safety. (Depending on the location of the project site dictates the relevant jurisdiction). The Plumbing Contractor shall hold a current California C-36 license. All outside contractors must adhere to District requirements including licensing, specifications, codes, insurance, workers compensation, and safety rules and regulations.

Donation of Services/Funds
Please review Bulletin No.C-66 (rev.) Donations, January 8, 2002 for information about the donation of cash, materials and services to Los Angeles Unified School District. Maintenance and Operations has the responsibility to review for compliance donations of new and used equipment or modifications to facilities to ensure that equipment is approved and safe to operate, and to verify insurance and contractors licenses. The Administrator shall prepare a Request for Processing of Donated Cash, Materials, Equipment of Services form and forward to the appropriate office. If the donation exceeds $25,000, the Procurement Services Group of the Business Services Division will prepare a Board Report ratifying the acceptance of the donation. WEB LINK to Bulletin no c-66 = http://notebook.lausd.net/pls/ptl/ptl_apps.simple_search

Working Project Phase
Job Start Meeting/Progress Meetings
Prior to the start of your project, it is recommended that you have a Job Start Meeting which should include all stakeholders. CPM should always be included in these meetings to discuss project coordination, scheduling, and safety issues. Ongoing progress meetings are also recommended to discuss issues and concerns, provide schedule coordination, and ensure adherence to safety requirements.

Project Closeout
As-Built Drawings
As-Built drawings are required at the completion of any project when adding to the original building system. A complete set of As-Built drawings showing the work that has been performed including detailed measurements shall be provided to the Complex Project Manager. During inspection these As-Built drawings shall be reviewed to ensure the District has an accurate record of the project.

Warranties
When utilizing a contractor, ensure that warranty information is provided along with the name of the company, telephone, contact person and the completion date of the project. Obtain any additional manufacture equipment product warranty paperwork and provide copies to the Complex Project Manager.

Operation and Service Manuals
Provide all owner equipment manuals including include any project or equipment specification manuals to the Complex Project Manager.
Project Specific Guidelines

Plumbing, Irrigation & Stormwater Systems

All plumbing work shall be installed by licensed plumber. Plumbers must have a valid Journeyman Plumber License from the City of Los Angeles or the Los Angeles County Building and Safety. (Depending on the location of the project site (city or county) dictates the relevant jurisdiction).

If you plan on installing plumbing fixtures, look over the District Specifications 15400 Plumbing. Part Two of the 15400 specifications list the approved products, with their descriptions along with fixture connection and height of fixture requirements. Part three list the Execution or installation requirements.

Evaluate the existing utility resources to determine the where about of your supply water, waste and vent point of connection (POC).

See this web link for LAUSD Standardize drawing details-
http://www.laschools.org/employee/design/fs-tech-drawings-2006/ - Click Plumbing details

Notable Plumbing Specifications requirements-
- All lavatory sinks are cast iron
- All fixture traps are cast brass
- All sink water supplies shall be rigid tubing, no flexible hooker supplies.
- All drinking fountains shall have clean outs.

Irrigation Systems

All domestic water supply connected to an Irrigation Systems shall be protected by an approved Pressure type or Reduced Pressure type Back flow device. All back flow devices installed, must be tested by a certified Backflow tester and these test reports shall be filed with the County of Los Angeles Department of Health Services, Cross-connection and water Pollution Control.

If you plan to install add an irrigation system, look over the District specifications 02810 Irrigation Systems, prior to design conception. Part Two of the specifications list the approved products, with their descriptions. Part three list the Execution or installation requirements, including sprinkler coverage and piping pressure test.

Evaluate the existing site utility resources to determine the where about of your water supply for your point of connection (POC), including the pipe size connection, hi & low pressure reading and elevation difference from your POC to the area you will irrigating. This information, along with measurements of the area you’re irrigating indicated on a set of plans will be needed for sizing and sprinkler head layout for your future Irrigation System.

See this web link for LAUSD Standardize details- http://www.laschools.org/employee/design/fs-tech-drawings-2006/ - Click. Click Irrigation details

Notable 02810 Irrigation specification requirements-
- No Drip Irrigation Systems.
- All irrigation System shall be automatically controlled by an Irrigation Controller.
- All installed Pressure piping shall be 18 inches deep.
- All installed non pressure pipe shall be 12 inches deep.
- No Plastic PVC valves of any kind. (i.e., remote, isolation, or master valve).
- Must use primer and glue (pipe manufacture approved glue) No Blue or hot glue.
All PVC piping shall be schedule 40 or equal, class 200 thin wall not approved.
No PVC above ground.
All sprinkler heads are to terminate flush to the surface. (to avoid tripping or being vandalized) No above the ground fixed riser sprinklers.
No male PVC adapters, use schedule 80 PVC nipple with coupling.

Notable 02810 Irrigation specification requirements cont.-
- Sprinkler head coverage shall be 100% head to head coverage.
- As-build plans are required at completion of installation.

**Storm Water Systems**
All Storm Water Systems designs shall be approved by the District Existing Facility Design A/E Civil Technical Support Unit.

If your plan involves a Storm Water installation, look over the District specifications 02630 Storm Drainage Systems prior to design conception. This will give you the design and installation requirements with an approved list of materials. The Existing Facility A/E Civil Technical Support must be contacted during the design stage.

See this web link for LAUSD Standardize details- [http://www.laschools.org/employee/design/fs-tech-drawings-2006/](http://www.laschools.org/employee/design/fs-tech-drawings-2006/) Click. Click Civil Engineering details

**Notable Storm Water specification requirements**-
- Cistern or retention storm water systems shall have a Preventative Maintenance Program detailed.
Site Administrator
Print Name ___________________________ Title ___________________________

Complex Project Manager (CPM)_____________________________ (Phone) ______________

Community Design Leader ________________________________ (Phone) ______________

☐ Job start meeting location ________________________________ Date ________________

Contact for providing material is ______________________________________ (Phone) ______________

Contact to provide labor is ______________________________________ (Phone) ______________

INSPECTION # 1, 2, and 3 to be made by a Plumbing Senior or Supervisor

DSA inspectors Y/N if YES (name) ________________________________ (Phone) ______________

LAUSD to provide ___________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Community /Contractor/Other to provide __________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

☐ REQUIRED ATU approval form (Request Environmental Assessment (Phase 1) and Abatement Design (Phase 2) from ATU) must be attached

☐ REQUIRED OEHS approval for all chemicals, products, and MSDS sheets on site.

☐ REQUIRED material approval (i.e., Paint, Plant material, Pipe schedule)

☐ Using CONTRACTOR ☐ NO ☐ YES

If YES, attach the following (if applicable)
☐ Safety pre-qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/
☐ Licensed – as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
☐ Insured – as required in accordance to http://www.laschools.org/pp_toc-8.5
☐ Bonded – Performance Bond for Contracts $15,000.00 or more.

☐ Project inspector name ___________________________ Title ___________________________

☐ START ________________ COMPLETION ______________________________

☐ Purpose of new PROJECT ___________________________________________________________________
____________________________________________________________________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL

Print name ___________________________ Signature ___________________________ Date ________________

☐ CPM PRE-CONSTRUCTION APPROVAL

Print Name ___________________________ Signature ___________________________ Date ________________

☐ School map with project lay out

☐ Call Southern California Dig Alert (800)-227-2600 two days before excavating to avoid hitting public piping utilities (i.e., gas, petroleum, telephone, electrical power lines etc.)

☐ Determine how you will remove dirt from site according to section 01440 E.S.T.
# 1 Inspection- Ground Work Inspection: Any work installed under ground must be inspected before covering.
- Check for approved materials.
- Check for proper layout, size grade, slope, and coverage.
- Swing Joints
- PVC Pipe Sch. 40
- Proper Depth of Piping
- Copper Pipe “L”
- PVC Primer

# 1 INSPECTION

INSPECTED by_________________ TITLE_______________ (Phone)_______________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed
______________________________________________________________________________
______________________________________________________________________________
INSPECTOR signature of completion: ______________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 2 INSPECTION- Final Inspection: Irrigation piping, sprinkler heads, and equipment component installation
- Sprinkler Head Coverage – 100% Head to Head
- Sprinkler Head Tightness
- Sprinkler Head Elevation
- Compaction Around Sprinkler Head
- Compaction or Backfill in Ditch Area
- Quick Coupler & Quills
- Tracer Wire - - Green
- Yard Boxes – Bolted & Correct Elevation – lid cover to be marked to identify its use.
- Sleeve for piping thru high traffic areas.
- Sprinkler Clocks – Programmed Properly
- Sprinkler Clocks – Installation Proper
- Sprinkler Clocks – Wiring
- Backflow Installation
- Pressure Regulators – Installation
- Reseeding
- Cement Patch
- Asphalt Patch
- Remote Control Valve Box –mark the lid cover RCV and indicate the controller and station it serves.
- Copper Pipe Painted
- Site was left Clean & Safe

# 2 INSPECTION

INSPECTED by_________________ TITLE_______________(Phone)_______________

Community Projects at __________________________________________________________

Los Angeles Unified School District
COMMUNITY PROJECTS INSPECTION GUIDELINE
IRRIGATION SYSTEMS
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ________________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 3 INSPECTION- Irrigation Project shall include these items:
- Sprinkler Heads – 6 Spares with inserts for each type size & series
- Quill coupler - One spare for each four quick-coupler valve installed
- As-Builts w/ Measurements
- Sprinkler Clock Operation Booklet
- Irrigation Controller Training
- Irrigation Schedule
- Sprinkler Clock Keys
- Quills
- OEM Manuals
- Return School Keys
- Warranty
- Remove all unused materials from site.

# 3 INSPECTION

INSPECTED by ___________________ TITLE____________ (Phone)______________________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: ________________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

CPM - FINAL INSPECTED FOR COMPLETED PROJECT

Print Name ___________________ Title____________ Signature ______________ Date ______

SITE ADMINISTRATOR - PROJECT COMPLETION APPROVAL

Print Name ___________________ Title____________ Signature ______________ Date ______

END OF INSPECTION GUIDELINE
Los Angeles Unified School District

COMMUNITY PROJECT INSPECTION GUIDELINE

STORM WATER SYSTEM

Site Administrator
Print Name __________________________ Title __________________________

Complex Project Manager (CPM) __________________________ (Phone) __________

Community Design Leader __________________________ (Phone) __________

Job start meeting Location __________________________ Date __________ Time __________

Contact for providing material is __________________________ (Phone) __________

Contact to provide labor is __________________________ (Phone) __________

INSPECTION # 1 and 2 to be made by Plumbing Senior or Supervisor
DSA inspectors Y/N if YES (name) __________________________ (Phone) __________

LAUSD to provide __________________________ 

Community /Contractor/Other to provide __________________________

REQUIRED ATU approval form (Request Environmental Assessment (Phase 1) and Abatement Design (Phase 2) from ATU) must be attached

REQUIRED OEHS approval for all chemicals, products, and MSDS sheets on site.

REQUIRED material approval (i.e., Paint, plant materials and pipe schedule)

Using CONTRACTOR NO YES

If YES, attach the following (if applicable)

☐ Safety pre-qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/
☐ Licensed – as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
☐ Insured – as required in accordance to http://www.laschools.org/pp_toc-8.5
☐ Bonded – Performance Bond for Contracts $15,000.00 or more.

☐ Project inspector name __________________________ Title __________________________

☐ START __________________________ COMPLETION __________________________

☐ Purpose of new PROJECT __________________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL
Print name __________________________ Signature __________________________ Date ____

☐ CPM PRE-CONSTRUCTION APPROVAL
Print Name __________________________ Signature __________________________ Date ____

☐ School map with project lay out
☐ Call Southern California Dig Alert (800)-227-2600 two days before excavating to avoid hitting public piping utilities (i.e., gas, petroleum, telephone, electrical power lines etc.)

☐ Determine how you will remove dirt from site according to section 01440 E.S.T.
# 1 INSPECTION - Ground Work Inspection: Any work installed under ground must be inspected before covering.

☐ Check for approved materials.
☐ Check for proper layout, size grade, slope, and coverage.
☐ Proper support of piping in trench.
☐ Trenches for piping adequate distance from piers or footings (45 degrees from bottom of footing)
☐ Proper fittings for change of direction.
☐ Held Pressure or Head test for pipe leak detection.

# 1 INSPECTION - Ground Work Inspection: Any work installed under ground or must be inspected before covering.

INSPECTED by____________________ TITLE_______________ (Phone)__________________

Correction needed prior to Inspector approval (circle one)    Y  /  N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 2 INSPECTION - Top-Off and Finish Inspection.

☐ Catch basin, junction chambers, manholes box culvert and other drainage structures are free from defects or damage by workmen
☐ Catch basin, junction chambers, manholes box culvert and other drainage structures are properly installed in a approved manner
☐ Trenches properly backfill
☐ Landscape, hardscape or pavement surfaces are properly replaced.
☐ Site was left clean & safe
☐ Provide as-built drawings
☐ OEM Manuals
☐ Warranty
☐ Return School Keys

# 2 INSPECTION - Top-Off and Finish Inspection

INSPECTED by____________________ TITLE_______________ (Phone)__________________

Correction needed prior to Inspector approval (circle one)    Y  /  N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

☐ Remove all unused materials from site

☐ ________________________________________________________________
CPM - FINAL INSPECTED FOR COMPLETED PROJECT

Print Name __________________Title_____________ Signature ______________Date _______

SITE ADMINISTRATOR - PROJECT COMPLETION APPROVAL

Print Name _________________Title_____________ Signature ______________Date _______

END OF INSPECTION GUIDELINE
Los Angeles Unified School District

COMMUNITY PROJECT INSPECTION GUIDELINE

VARIOUS PLUMBING SYSTEMS

Site Administrator
Print Name ______________________ Title __________________________
Complex Project Manager (CPM) __________________________ (Phone) __________________
Community Design Leader ___________________________ (Phone) __________________
☐ Job start meeting location _________________________ Date __________ Time __________
Contact for providing material is __________________________ (Phone) __________________
Contact to provide labor is ___________________________ (Phone) __________________
INSPECTION # 1, 2, 3, and 4 to be made by a Plumbing Senior or Supervisor
DSA inspectors Y/N if YES (name) __________________________ (Phone) __________________
LAUSD to provide __________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Community /Contractor/Other to provide __________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
☐ REQUIRED ATU approval form (Request Environmental Assessment (Phase1) and Abatement Design (Phase 2) from ATU) must be attached.
☐ REQUIRED OEHS approval for all chemicals, products, and MSDS sheets on site.
☐ REQUIRED material approval (i.e., Paint, Plant material, Pipe schedule)
☐ PLUMBERS have a valid City or County plumbers license  ☐ NO  ☐ YES
☐ Using CONTRACTOR  ☐ NO  ☐ YES
    If YES, attach the following (if applicable)
    ☐ Safety pre-qualified – as required in accordance to http://www.laschools.org/contractor/cc/pq/
    ☐ Licensed – as required in accordance to http://www.cslb.ca.gov/services/GClass.asp
    ☐ Insured – as required in accordance to http://www.laschools.org/pp_toc-8.5
    ☐ Bonded –Performance Bond for Contracts $15,000.00 or more.

☐ Project inspector name ______________________ Title __________________________
☐ START __________________ COMPLETION __________________
☐ Purpose of new PROJECT __________________

☐ SITE ADMINISTRATOR PRE-CONSTRUCTION APPROVAL
Print name __________________________
Title __________________________ Signature __________________________ Date __________

☐ CPM PRE-CONSTRUCTION APPROVAL
Print Name __________________________ Signature __________________________ Date __________
☐ School map with project lay out
☐ Call Southern California Dig Alert (800)-227-2600 two days before excavating to avoid hitting public piping utilities (i.e., gas, petroleum, telephone, electrical power lines etc.)
☐ Determine how you will remove dirt from site according to section 01440 E.S.T.
# 1 INSPECTION - Ground Work Inspection: Any work installed under ground or under the 1st floor must be inspected before covering.

- Check for approved materials.
- Check for proper layout, size grade, slope, and coverage.
- Proper support of piping in trench.
- All required cleanouts installed.
- Access provisions and proper distance in front of cleanouts.
- Trenches for piping adequate distance from piers or footings (45 degrees from bottom of footing)
- Check quality, size and location of house stub outs.
- Determine if backwater valves or trap primers are required.
- Proper fittings for change of direction.
- Held Pressure or Head test for leak detection.

# 1 INSPECTION

INSPECTED by___________________ TITLE_______________ (Phone)_______________

Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

______________________________________________________________

INSPECTOR signature of completion: ______________________________________________

DO NOT PROCEED UNTIL signed by INSPECTOR.

# 2 INSPECTION - Top-Off Inspection: Any rough in piping or plumbing component installation above ground must be inspected before closing of walls.

Plumbing Venting

- Main stack (size meets with requirements)
- Pipe and fitting. Do they meet standards?
- Properly strapped and supported.
- Alignment and grade.
- Height of branch vents.
- Proper and adequate flashings.
- The aggregate cross-sectional area of vent equal to or greater than the required building sewer.
- Held Pressure or Head test for leak detection.

Plumbing Waste lines

- Sizing. Does it meet requirements for total number of fixture units?
- Proper grade. Use level if necessary.
- Are rough-in heights proper?
- Are joints properly made?
- Are there any cracked fittings?
- Check for proper support and strapping.
- Cleanouts
- Workmanship in general.
- Traps. Sizes and distances for vent. Proper trap seal.
Necessary head for proper test.
Galvanized waste piping six inches or more above ground.
Held Pressure or Head test for leak detection

Plumbing Water Lines
Are pressure regulators required because of pressures in excess of Code requirements?
Where flush valves are used, be sure lines are full size.
Make sure system is free of leaks.
Check for cross-connection and back siphon-age.
Held Pressure test for leak detection.
Properly strapped

Plumbing Gas Lines
Does pipe size meet requirements of the UPC tables?
Shutoff valve. Approved type where gas line enters building.
If piping is underground, does it meet requirements of the UPC.
Is piping properly strapped and supported?
Check the use of prohibited fittings such as bushings in concealed locations.
Most codes prohibit gas piping from being embedded in brick, stone or masonry.
Most codes prohibit the installation of gas pipe in or under concrete within a building. If they are allowed in conduits, make sure they meet your special requirements.
Held Pressure test for leak detection

# 2 INSPECTION
INSPECTED by ______________________ TITLE __________________ (Phone) __________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

INSPECTOR signature of completion: _________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 3 INSPECTION- Trim Out: Finish plumbing fixture installation. (water heater, sink, faucets, trim, drinking fountain etc)
Water Heater
Vent or flue size: is it large enough to handle heater which is to be installed?
Check for proper support. Secure and solid on an approved support.
Is the heater located within Code requirements?
Does the room where the heater is installed have proper combustion and ventilating air requirements?
Where alternate materials are used for flues and venting, are they A.G.A. approved?
Termination of Vent. Sizing and length limits of horizontal runs.
Where a common vent is used; does the installation meet the restrictions as prescribed by Code for such installations?
Pressure relief valves where required.
Is discharge from relief valve in a safe place?
Clearance from combustibles and access.
VARIOUS PLUMBING SYSTEMS

☐ Approval of gas connector.
☐ Location of gas shutoff valve.
☐ Gate valve in water supply meets requirements for accessibility, location and full opening.
☐ Clearances from combustibles.
☐ Unions properly installed in water supply system.
☐ Secured properly (seismically braced when required).

Plumbing Fixtures
☐ Approved type fixture free from defects or damage by workmen.
☐ Is fixture level and properly secured to wall or floor?
☐ Traps to be approved type and set true to their water seal.
☐ Faucets. Proper distance above extreme overflow of fixture.
☐ Check finish height and distance meets District specifications
☐ Fill all fixtures with water. Check for proper operation and adequate water supply. Check for leaks.
☐ Check for facilities for physically handicapped person, when required.
☐ Full way valve on building supply to be accessible.
☐ Fixtures to be grouted at floor and wall.
☐ Check for required shutoff valves on fixture supplies.
☐ Determine is all proper backflow prevention devices are installed and cross-connection controls are obtained.
☐ Site was left clean & Safe

# 3 INSPECTION

INSPECTED by ______________________ TITLE ______________ (Phone) ______________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

____________________________________________________________________________
____________________________________________________________________________

INSPECTOR signature of completion: ____________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.

# 4 INSPECTION - Plumbing Project shall include these items:
☐ Provide as-built drawings
☐ OEM Manuals
☐ Warranty
☐ Return School Keys
☐ Remove all unused materials from site
☐ 

INSPECTED by ______________________ TITLE ______________ (Phone) ______________
Correction needed prior to Inspector approval (circle one) Y / N. If yes list corrections needed

____________________________________________________________________________
____________________________________________________________________________

INSPECTOR signature of completion: ____________________________________________
DO NOT PROCEED UNTIL signed by INSPECTOR.
CPM - FINAL INSPECTED FOR COMPLETED PROJECT

Print Name __________________Title_____________ Signature ______________Date _______

SITE ADMINISTRATOR - PROJECT COMPLETION APPROVAL

Print Name __________________Title_____________ Signature ______________Date _______

END OF INSPECTION GUIDELINE
I. SUMMARY OF CHANGES

Donation procedures have been modified to clarify the responsibilities of administrators accepting donations on behalf of the District to maintain detailed expenditure records of donations.

II. GENERAL POLICY

A. It is the intent of the District that no donation shall provide a substantial advantage in educational benefits to a school if such benefits cannot be balanced in all schools.

B. The Administrator is responsible for ensuring that donated funds are spent in accordance with the stated intent of the donor, and maintaining detailed expenditure records of donations.

C. To ensure the safety of students and staff, the Administrator should have the following offices review the donated items for compliance as follows:

1. Maintenance & Operations Branch – Review donations of new and used equipment or modifications of facilities to ensure that equipment is UL approved and safe to operate and to verify insurance and contractors' licenses.

3. Transportation Branch/Automotive Maintenance Section – Review donations of new or used motor vehicles to ensure that vehicles are properly inspected for safety, ownership ("pink slip") is transferred to the District, proper license plates are obtained, and job numbers are set up for preventive maintenance.

D. In order to avoid potential copyright infringement lawsuits against the District, it is the Administrator's responsibility to verify that all computer software is properly licensed.

E. Failure to follow the review process described in II.C. and II.D above may result in liability of the Administrator.

III. PROCEDURES

A. Cash Donations

1. In order to credit the donations to the appropriate account, the Administrator shall prepare the Request for Processing of Donated Cash, Materials, Equipment or Services form (see Attachment A), attach the check (made payable to LAUSD), and forward as follows:

   Request from: Forward to:

   K-12 Schools, including Local District Fiscal
   Special Education Specialist/Fiscal Services Manager

   Early Education Centers Early Childhood Education
   Fiscal Services C/O Early Childhood Education Division
   1360 West Temple Street

   Adult Education, ROP/ROC, Adult Education Fiscal Services
   Skills Centers Third Street Annex

   All Offices Budget Services Branch
   IBSC, Suite 1460

2. If a donation exceeds $25,000, the Procurement Services Group of the Business Services Division will prepare a Board Report ratifying the acceptance of the donation. This step will not delay the crediting of the funds to the donation account.

3. The Administrator should provide the donor with an official acknowledgment of the donation (see Attachment B – sample letter) and retain a copy of this letter.
4. Cash donations will be placed in accounts as follows:

- Schools 001/3938
- Special Education Schools 003/2538
- Adult Education, ROP/ROC,
- Skills Centers 029/3717, 003/4806
- Children's Centers 011/7623
- Offices 001/3237

Expenditures which may be "charged to" or "made from" the above accounts include a wide variety of items including material, equipment, salaries, contracts, bus trips, repairs, and alterations to buildings.

5. It is the responsibility of the administrator to maintain detailed records documenting how and when the donated funds were spent, and whether unspent funds are on hand at the end of the fiscal year. Such documentation may include vendor receipts or invoices, cancelled checks, printed Integrated Financial System (IFS) reports, or Financial Reporting Database (FRDB) reports. These records must be kept on file as evidence that the donated funds were spent according to the intent of the donor, in the event of an audit.

B. Donations of Equipment, Materials, Services

1. The Administrator may accept the donation of equipment, materials, and/or services. If the donation exceeds $25,000 in value, the Administrator should follow the procedure described in III.A.1. above.

2. The Administrator should provide an acknowledgment letter to the donor as described in III.A.3. above.

3. Donations of equipment and computer software should be recorded on the site's inventory records.

4. If the donor does not provide delivery, it is the responsibility of the Administrator to arrange pickup, including the funding of any related costs.

5. It is the responsibility of the Administrator to follow the safety review process described in II.C. above.

C. Donations of Computers and Computer Software

It is the responsibility of the Administrator to secure all information contained on the "Request for Licensing Information for Donations of Computers and/or Computer Software" form (see Attachment C). Any District staff member who donates software must also complete this form. The form must be kept on file as evidence of proper copyright licensing in the event of an audit. For additional information, please review Information Technology Division Bulletin No. K-20 (Rev.), "Compliance with the 1976 United States Copyright Law – Computer Software," dated July 1, 2001.
D. Donations of Artwork, Antiques and Other Valuables


# # #
REQUEST FOR PROCESSING OF DONATED CASH, MATERIALS, EQUIPMENT OR SERVICES

<table>
<thead>
<tr>
<th>School/Office</th>
<th>Location Code</th>
<th>Contact Person</th>
<th>Tel. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>DONOR: Company</th>
<th>Tel. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
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</tbody>
</table>

CASH DONATION: Amount of attached check(s) $ ____________________________
Fund/Program Code to be credited: ____________________________

Describe how the donation will be used:
____________________________________________________________________
____________________________________________________________________

MATERIALS, EQUIPMENT OR SERVICES DONATION (Complete this form for donations of materials, equipment or services with a value greater than $25,000.)

<table>
<thead>
<tr>
<th>EQUIPMENT: Description</th>
<th>Make &amp; Model No.</th>
<th>Serial No.</th>
<th>Age</th>
<th>Value</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>MATERIALS: Description</th>
<th>Value</th>
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</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>SERVICES: Description</th>
<th>Value</th>
</tr>
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</tbody>
</table>

APPROVAL: Site Administrator ___________________________ Date ___________

Central Office Use Only

Budget Services Branch/Local District Fiscal Services Unit:
Date Processed to IFS ___________________________
Signature

Contract Section (for donations exceeding $25,000):
Date of Board Approval ___________________________
Signature

General Accounting Branch:
Date Check Deposited ___________________________
Signature

Form 79.43 (Rev. 01/02)
SAMPLE ACKNOWLEDGEMENT OF DONATION

(DATE)

(Donor's Address)

Attention: (Donor's contact person)

(Name of school), on behalf of the Los Angeles Unified School District, accepts with gratitude your donation of

(Specify amount of cash, or description of equipment, materials, or services donated)

for use at our school.

We wish to express our appreciation for your interest in our educational program. For your records, the Los Angeles Unified School District's federal tax identification number of 95-6001-908-W.

Sincerely,

Principal
REQUEST FOR/licensing information for donations of computers and/or computer software

School/Office ________________________________ Location Code ______________
Contact Person ________________________________ Telephone # ______________

DONOR: Company ________________________________ Telephone # ______________
Address __________________________________________

COMPUTER: Description _____________________________________________________________
Make & Model No. _______________________________________________________________
Serial No. _________________________________________________________________

OPERATING SYSTEM SOFTWARE: _______________________________________________________
Title of Software _______________________________________________________________
Software Company _____________________________________________________________
Serial / License No. _____________________________________________________________

SOFTWARE: Description _____________________________________________________________
Title of Software _______________________________________________________________
Software Company _____________________________________________________________
Serial / License No. _____________________________________________________________

SOFTWARE: Description _____________________________________________________________
Title of Software _______________________________________________________________
Software Company _____________________________________________________________
Serial / License No. _____________________________________________________________

SOFTWARE: Description _____________________________________________________________
Title of Software _______________________________________________________________
Software Company _____________________________________________________________
Serial / License No. _____________________________________________________________

(Additional sheets may be attached if more space is needed to detail software information.)

In order to avoid potential copyright infringement lawsuits against the District, it is mandatory that the Administrators secure from the donor documentation on PROOF OF PURCHASE for all software donations. Examples of documentation are:

(1) Software License Number
(2) A Software Agreement Statement
(3) Original Installation Diskettes/CD-ROM

I declare that no additional copies of the donated software exist on any other computers.

Print Donor Name ________________________ Donor Signature ________________________ Date ______________

Any District staff member who donates software to be used on LAUSD computers must also complete this form.
REQUEST FOR SCHOOL INITIATED CONTRACTS

School Phone (____) ______-_________

TO: Director, Maintenance & Operations Area ________________            Date________________

FROM: ________________________    ________________________        ________________________
School Name                                                        Principals/Site Administrator name                             Principals/Site Administrator signature

We are considering a contract to alter □  and/or improve □  our building □ , grounds □.

We have □  have NOT □  conferred with a contractor.

Name of Contractor                                                        Phone Number                                                        Name of Person Spoken to

We have □  or we    DO NOT have □  a contract proposal in hand. Proposal attached YES □  NO □.

Please give a full description of your proposed project, including exact location, scope of work, attached sketch or drawing.

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Sketch or drawing attached                YES □            NO □.

Estimate    Cost $______________________         Source of Funding _____________________________

Impact on students accommodations YES □            NO □  comment _____________________________

Maintenance & Operations Area No. ___________ Review            Approved □    Disapproved □.

Name________________________________________ Title_________________________________________ Signature_________________________ Date__________

To: PRINCIPAL/SITE ADMINISTRATOR

□    A Maintenance & Operations representative will call at your school to assist you with the planning of your project and to guide you through the Board of Education applicable rules and procedures.

□    NOT approved Comment _____________________________

Name________________________________________ Title_________________________________________ Signature_________________________ Date__________
Contracts
California Public Contract Code (including 28 other CA Codes)…………………………
http://www.leginfo.ca.gov/calaw.html
Contractor Code Of Conduct ……………………………………………………………………
Contractor Resource Guide ……………………………………………………………………..
http://www.laschools.org/fcs/cc/lausd-bidding/?folder_id=179552
Contractor Prequalification Programs ……………………………………………………………
http://www.laschools.org/contractor/cc/pg/
Contractor Safety Questionnaire ………………………………………………………………
Professional Services Contracting………………………………………………………………
http://mo.laschools.org/fis/existing-facilities/m-and-o/procedures/
Informally Bid Contracts (A&B Letter)…………………………………………………………
http://www.laschools.org/pp_toc-8.5
Asbestos Technical Unit (ATU)……………………………………………………………………
http://mo.laschools.org/fis/existing-facilities/m-and-o/maintenance
Office Of Environmental Health And Safety (OEHS)
OEHS Specification 01440………………………………………………………………………
http://www.laschools.org/fcs/cc/lausd-bidding/search-old
OEHS Approved Materials………………………………………………………………………
http://www.lausd-oehs.org/productreview.asp
LAUSD Construction Safety Standards ……………………………………………………………
Cal / OSHA User's Guide …………………………………………………………………………
http://www.dir.ca.gov/dosh/dosh_publications/osh_userguide.pdf
Insurance
Facilities Services Division Policies & Procedures 8.5 A & B Letter (Attachments)
B,C,D, & E…………………………………………………………………………………………
http://www.laschools.org/pp_toc-8.5
Forms
Request For School Initiated Contract ……………………………………………………………
http://xxxxxxxxxxxxxxxxxxxxx Future Maintenance & Operation Site
Request For Conversion of a Classroom…………………………………………………………
http://www.laschools.org/employee/rh/
Request for Design Assistance……………………………………………………………………
http://mo.laschools.org/fis/existing-facilities/m-ando/procedures/viewfile?item%5fid=724945
Links
LAUSD Guide to Offices……………………………………………………………………………
http://notebook.lausd.net/portal/page?_pageid=33,52213&_dad=ptl&_schema=PTL_EP
and
http://notebook.lausd.net/pls/ptl/url/ITEM/F4BCEBFD539690AAE0330A081FB590AA
LAUSD Green Spaces

Introduction
The Green Spaces program promotes greening projects throughout the Los Angeles Unified School District (LAUSD) and provides members of the greater LAUSD community with information and tools needed to successfully plan, implement, and maintain green spaces in LAUSD.

Greening Projects

- **Community Gardens** - Community gardens are closely tied to edible gardens. These spaces are on school property but are made available to the general public for use. Members of the public may be allotted a plot of land for personal use to grow food, flowers, and other plants that fit within an accepted plant list, or it may be a large garden run by a third party such as a non-profit for the general benefit of the greater community.

- **Community School Parks** - A Community School Park (CSP) is a school playground that is open to the public after regular school hours. A CSP is safe space within a neighborhood where residents can come together to be active as a community. A CSP increases the amount of green space available to the general public by making use of public school property during non-school hours. CSPs typically include a partnership agreement between LAUSD and an outside agency such as a city or non-profit organization that provides supervision, liability insurance, and other resources that cannot be otherwise provided by LAUSD. There is usually physical delineation of the park from the rest of the school so that there is access to the park without access to the rest of the school site. A CSP partner may be a school site group or club, such as a Parent-Teacher Association, that incorporates as a 501 (C) 3 non-profit.

- **Edible Gardens** - An edible garden is space where students not only grow food for consumption, but also learn about the agricultural process, nutrition, and culinary arts. Edible gardens vary in scope and size and can be as small as a planter box with herbs to an acre of land producing a variety of crops. Larger edible gardens are frequently utilized not only by the school site but also by the surrounding community.

- **Instructional Gardens** - An instructional garden acts as a springboard for a wide range of lessons in science, mathematics, history-social science, English-language arts, visual and performing arts, and health. Using a school garden as an integrating context to learning creates the framework for interdisciplinary, collaborative, student-centered, experiential, and engaged learning. Instructional gardens vary in size and scope and may focus on a particular time period (colonial America), group of plants (native species), or to demonstrate an ecological phenomenon (storm water retention).

- **Literacy Gardens** - A literacy garden is a green space on a school site where students are encouraged to engage in reading and writing activities. It may include benches, tables and chairs, green lawns, and shade trees. These gardens vary in scope and size.

- **Multi-functional Gardens** - A multi-functional garden can take many forms. They can include combinations of many or all of the different types of gardens described above.

For additional LAUSD applications, forms, guides, and agreements on LAUSD Green Projects, please visit the LAUSD Green Spaces website at [http://mo.laschools.org/green-spaces/](http://mo.laschools.org/green-spaces/)