

Facility Improvement Requests

How Do I Make a Change to My Facility or Grounds?

Overview

Do you have an idea about how to improve your facility or grounds? We are here to help. The Facility Improvement Project (FIP) request process was created to ensure project consistency, compliance and that all school facilities are safe for our students, staff and community. Since safety is so critical, school facilities are highly regulated by both state and local agencies, resulting in a complex set of rules and permit processes to navigate. The District will assign a project coordinator since these regulations can be challenging to oversee. This person can help you understand the feasibility of your project, access District resources or manage the bid process, and ultimately get your project done. *All changes to school campuses and District buildings, from a volunteer clean-up day to adding a new sports plaza, must use the FIP process.*

Some examples of Facility Improvement Projects:

- Playground equipment purchase and installation
- School Signs / Reader Boards
- Wall murals
- Landscape renovations / Tree Plantings
- Eagle Scout Projects
- Scoreboards
- Adding or modifying /Batting cages
- Sheds / shelters
- Electrical Outlets
- Stage Curtains
- Irrigation
- Climbing walls
- Adding new basketball hoops
- Installing or moving marker boards/bulletin boards
- School Gardens
- Exterior / Interior painting
- Installing solar panels

Step 1: Submit Request and Preliminary Approvals

	Step	Directions
1	Identify a Potential Project	Identify an improvement you want to make to your facility or grounds.
2	School / Dept. Approval	The principal or department director must approve the request.
3	Maintenance Review	Facilities Management receives and reviews request. If approved, a project number will be assigned.
4	Assign Project Coordinator	A project coordinator from facilities will be assigned to your project and contact you for a pre-planning meeting.

Step 2: Collaborative Planning

The project coordinator will contact you to schedule a time to talk about your project. Depending on the project, this could be a single meeting or a series of meetings.

During this collaborative planning time you will:

1. **Explore Feasibility:** Discuss other projects that may cause potential conflicts to schedule and scope, needs for permitting, code requirements, long-term maintainability, or other factors that may come into play.
2. **Determine the Scope:** Discuss overall size and impact of this project to the facility.

- 3. Determine the Budget:** Many factors will impact the budget, including: requested timeline, potential permitting costs and availability of funding.
- 4. Staff the Project:** Depending on the nature of the project, this may be done with volunteers, maintenance staff, or contractors.

Step 3: Project Management and Project Completion

The project coordinator will act as the project manager for your project. This may include:

1. Obtaining Permits
2. Running a Bid Process
3. Ordering Needed Supplies
4. Maintaining Project Records
5. Doing Final Inspection and Punch List

Once a project is completed and accepted by Facilities Management it becomes part of the school facility.

Frequently Asked Questions

- 1. What differentiates a Work Order from the Facilities Improvement Project?**
Work Order should be generated when a facility item requires maintenance or repairs. The Facility Improvement Project (FIP) would be required for any new project or modification to an existing facility or facility item. All volunteer, donation, gifting, etc. that has impacts to District grounds or facilities.
- 2. Can District crews do the work if we pay for it?**
Depending on the nature of the work and required timeline, this may be possible. Your project coordinator will help research this possibility.
- 3. Are there any types of projects that will automatically be disapproved?**
No. All projects will be reviewed for their site feasibility.
- 4. Why does a coordinator need to be involved in my project?**
The project coordinator will be able to help you with calling for utility locates, permitting, land use applications, asbestos testing and other requirements as needed. Also, your coordinator can act as a liaison in the event that your project impacts neighboring facilities or if there are Title IX implications. They are also responsible for collecting volunteer release forms, and helping to coordinate funding. The coordinator will process needed contracts, and maintain project files for District archives.
- 5. What about insurance for volunteers and contractors?**
Eugene School District 4J does not extend worker's compensation to volunteers. A hold harmless agreement will be provided to you. Make as many copies as necessary and have all volunteers sign and return the form to your school or department. A copy of the forms should be forwarded to the project coordinator. All contractors' contracts and insurance will run through facilities for FIPs.
- 6. Will my project need inspecting and by whom?**
Yes. In many cases projects will need to be inspected by the City or County along with Facilities.
- 7. Will Volunteers and Contractors be required to have background checks?**
If work is conducted during the hours when children are present then background checks are required. If work is being performed after school hours and children are not present or if the work is being supervised full time by a District employee then background checks will not be required.

Facility Improvement Projects (FIP) Approval Process

