



Facilities Solutions

How to Get Projects Done

Facilities Enhancement Request (FER)

- Call Planning & Design for Help @ (714) 480-5349
- Examples: Add/remove room wall; install marquee
- Site responsible for determining funding source: **YES**
- Time Frame: Longer (several months)

LEARN MORE ON PAGE

Work Order

- Call M & O for Help @ (714) 796-9075
- Examples: Repair broken door; repaint peeling wall
- Site responsible for funding: **NO**
- Time Frame: Shortest (ASAP to several weeks)

LEARN MORE ON PAGE 3

Measure I

- Req's approvals by Board & Div. of State Architect
- Examples: Shade structure, modernization, parking
- Funding subject to Nov. 2018 Bond, State sources
- Time Frame: Longest

LEARN MORE ONLINE



LEGAL COMPLIANCE:

All **upgrades** must go through the Facilities Dept. to ensure compliance with:

- | | | |
|-------------------------------------|-------------------------|-------------------|
| • Asbestos & Lead Abatement | • Labor Code | • Board Policy |
| • Public Contract Code & Bid Limits | • Collective Bargaining | • Cabinet Review |
| • State Architect Plan Review | • License & Insurance | • Purchase Orders |
| • ADA | • Cal OSHA | • City Ordinances |

} The process is IMPORTANT!

HOW IS A FACILITES ENHANCEMENT DIFFERENT FROM A WORK ORDER?

- Work Orders address maintenance of existing facilities components, while Facilities Enhancement Requests are used to propose building modifications beyond day-to-day custodial or maintenance staff work.
- Repair Requests are submitted to Building Services via a Work Order.
- Facilities Enhancement Requests are submitted to Facilities via the Facilities Enhancement Request Form.

Example: Paint the exterior of the school with accent colors - - - - - Facilities Enhancement Request
 to create a more welcoming entrance
 Vs. Re-paint the faded paint in the staff lounge - - - - - -Work Order

Facilities Enhancement Request

1. Determine if you have sufficient funds for your project. See costs of *Common Projects* below. (Please contact the Budget Department if you have questions regarding appropriate funding accounts)
2. If you intend to use site funds by April 2023, FER must be completed online via [Informed K12](#) by end of November. Requests after November 30 will be implemented as time permits (note anticipated project timeframes for *Common Projects* below). Appropriate **diagrams** and **photos** must be submitted with the FER on Informed K12, which is available at www.sausd.us/Page/35154. Please fill out the form and submit all **attachments** via the [Informed K12](#) website.
3. Facilities staff will schedule a walk-through with the principal, if needed, to review the project objectives and details.
4. Facilities staff will coordinate with the appropriate contractor and/or department (Bldg. Services, Purchasing, TIS).
5. **Upon FER approval the school will create the Purchase Requisition(s). It is the schools responsibility to contact the Facilities Planning Dept. once a PO is received. Planning Dept. will coordinate and supervise the work.**

COMMON PROJECTS	ESTIMATED COST *Depending on existing conditions	PROJECT REQUIREMENTS (Verified to approve FER)	ESTIMATED TIME (after FER/PO)
Accent Wall Paint	\$6,000 accent paint for 4 walls OR \$50 (per linear foot)	Allowed in common areas only. See Pg. 4 for color options	3 weeks
Admin. Office Reconfiguration	\$13,000 furniture/equip. \$10,000—\$30,000 lighting / electrical	PLUS costs of Carpet, Paint, SmartTV	5 months
Carpet	\$15,000 per room to \$35,000 for larger spaces*		6 weeks
Clever Touch	\$3,000—\$7,000		
Demo One Wall	\$13,000—150,000*	Only allowed if non-structural	3 months
Electronic Marquee	\$150,000 Mounted OR \$180,000 Freestanding	Additional costs/DSA approval	12 – 24 months
Fencing	\$100 per linear foot (black 1" mesh chain link) \$150 per linear foot (wrought iron)	Site map to indicate location; aligned w/ Safety & Security Report	6-10 weeks
Library Makeover or Makerspace	\$30K--\$120K furniture/equip. \$10K-\$30K lighting / electrical	PLUS costs of Carpet, Paint, SmartTV below	5 months
Murals	Approximately \$1,000 per mural wall, or donated by mural artist / philanthropic organization	Color rendering, dimensions, and photos of proposed location	4-6 weeks
Shade Structure	\$150,000 TO \$200,000*	No Fabric structures (Does not meet LCAP goals due to deterioration)	12 – 24 months
SmartTV	\$8,000 for 70" + \$3,500 per TV for install/power/data		6 weeks
Walls Add/Remove	\$10,000—\$150,000* OR cubicle walls \$800 per 3' panel	Only if air conditioning & fire code or DSA allows for it	4 months
Window Roller Shades	Average shade price and installation \$500* depending on size		2-4 weeks
Windscreen Fence	\$7,000* depends on size		2-4 weeks
Volunteer Project	\$89/hr for custodial & air conditioning paid by group	See Facilitron on Page 4	3 weeks

SAMPLE TIMELINE	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Secure funding source				■								
Principal submit FER form				■	■	■	■	■				
Initial meeting/walk-through				■								
Obtain quotes / Purchase Order					■							
Architectural plans							■	■	■	■		
DSA plan review									■	■	■	
Building & procurement	■									■	■	■

Maintenance Work Orders that qualify as work orders are submitted through School Dude via a button on the Staff Portal:

**BUILDING SERVICES
WORK ORDER REQUEST**

Common Work Orders that should instead be submitted as Facilities Enhancements:

- Adding electrical outlets or data drops
- Adding air conditioning to a space
- Installing Security Camera system
- Adding: Gates, Fencing, and outdoor lighting

Room Temperature

- Why is my room so hot/cold? Per Board Policy, the District's temperature set-point is 74 degrees. If the equipment is not properly working, please ask your custodian to submit a Work Order.
- Does it help cool down the room to open the doors/windows? No, in fact, this is counter-productive.

Student Drop-off Changes

- Can I make changes to improve my student drop-off? A request must be made through Facilities due to CDE & ADA design requirements.

Emergencies

- Do I submit a WO in an emergency situation, i.e. flooding? First call (714) 796-9075, to report your emergency, then follow-up with a work order.

The following would be an emergency request:

- Flooding / Fire / Earthquake damage
- Unsecured buildings/ gates
- Broken water main
- Gas leaks
- Sewer stoppages
- Hazards to life or limb

During heavy rains or other flood issues, have plant custodian check every room and report the severity.

When in doubt of an emergency situation status, call Bldg Services between 7:00 am -4:30 pm.

Recycling Programs

- Does the District have a recycling program? Yes, all trash is taken to an off-site facility where the recyclables are sorted out.
- Can my school operate its own recycling program? Yes, however, you are responsible for its operation in compliance with District fundraising and sanitation standards.



contact Mary Binninger at Building Services—ext. 79079 / Quick Start Guide attached

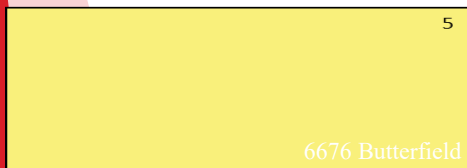
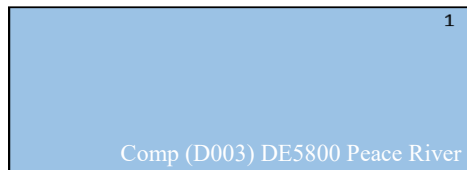
Construction/Modernization

Measure I

- Why did other schools get a construction project and not mine? Can my enhancement be funded by Measure I? No. Despite passage of a \$232 million bond in November, only \$50million is available now to fund \$2.3 billion in planned projects. This funding has been prioritized to projects that leverage additional funds from the State.

- When will a major construction project begin at my site? Facilities Staff monitor and apply for State funding and other sources needed to begin a project. The State has time-based formulas for funding eligibility. Thus, projects are expected to be spread out over the 10-15 year life of Measure I.

5 Standard *Accent Colors* for Common Areas



Cool Colors

Calming /
Good for
meeting
spaces and
main office

Warm Colors

Good for group
work spaces



DISTRICT STANDARDS:

As stewards of taxpayers dollars, it is critical that we operate efficiently. By having standard paint colors and carpet, for example, the District can purchase in bulk, stock certain products, and respond quickly to repair and replacement needs.

A school site or department can deviate from District Standards, contingent upon the following:

- 1) The school or department will pay for the project/item installation cost
- 2) The project/item must be submitted through the *Facilities Enhancement Request* process
- 3) If/when the item needs to be replaced, the school's discretionary fund will be used to cover the cost

Color can also be achieved through furniture



Not for individual classrooms or offices at this time. Accent walls are for common areas only, such as the front office, library, or makerspace. All other walls will remain District Standard. An average 20-foot wall costs approx. \$1,000. Please submit a *Facilities Enhancement Request Form* via the process on Page 3.

Contact Us

Facilities Division

Orin Williams
Assistant Superintendent
(714) 480-5356
Orin.Williams@sausd.us

Gabriel Camberos
Director of Maintenance & Operations
(714) 796-9076
Gabriel.Camberos@sausd.us

Jeremy Cogan
Director of Planning & Design
(714) 480-5349
Jeremy.Cogan@sausd.us

Dennis Chavez
Interim-Director of Construction
(714) 480-5364
Dennis.Chavez@sausd.us