

# Project Development Request Guideline & Requirements

## 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 Project Development Request (PDR) process was created to ensure project consistency, compliance and that all school facilities are safe for our students, staff and community. School facilities are highly regulated by the state and local agencies, resulting in a complex set of rules and permit processes to navigate. The District will assign a project manager, once the PDR is approved 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 cleanup day to adding a new sports plaza, must use the PDR process.

Some examples of Project Development Requests:

- x Adding or modifying/batting cages
- x Climbing Walls
- x Eagle Scout Projects
- x Electrical/Data Outlets
- x Exterior/Interior Painting
- x Landscape renovations/Tree plantings
- x Playground equipment purchase and installation
- x Room Relocations/Modifications
- x School Gardens
- x School signs/Reader Boards
- x Scoreboards
- x Sheds/Shelters
- x Stage Curtains
- x Wall murals

## Step 1: Submit Request and Preliminary Approvals

Step	Directions
1. Identify a Potential Project	Identify the improvement you want to make to your facility or grounds.
2. School/Dept. Approval	The principal or site administrator must approve the PDR request.
3. Facilities Review and Prioritizes	Facilities Management receives, reviews, prioritizes and will either approve or deny this request.
4. Assign Project Manager	Approved projects will be assigned and will contact you for a pre-planning meeting.

## Step 2: Collaborative Planning

The project manager will contact you to schedule a time to talk about your project. Depending on the project, this could be an email, 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 at facility.
3. Determine the Budget: Many factors will impact the budget, including: Grant funding, 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 manager will oversee your entire project. This may include:

1. Obtaining Permits
2. Ensuring the work conforms to District Standards and building and fire code requirements
3. Managing a Bid Process
4. Ordering Needed Materials
5. Maintaining Project Records
6. 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 Project Development Request?  
Work Orders should be generated when a facility item requires maintenance or repairs. PDR would be required for any new project or modification to an existing facility or facility item. This includes, but is not limited to, 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 upon the nature of the work and required timeline, this may be possible. Your project manager will help research this possibility.
3. Are there any types of projects that will automatically be denied?