

Procedure Number: 05.05.03

**TITLE: Annual Small Capital Projects Request & Processing****PURPOSE:**

This procedure defines the process for requesting a “Small Capital Project” and the annual process of implementing such projects.

**PROCEDURE:**

Each year the Operations (Capital Projects) Department follows this process for requesting and implementing annual minor capital projects. The process is as follows:

- In November, Operations advises site administrators to submit capital projects requests for the upcoming year.
  - The Small Capital Request form should be completed by the site administrator for each request to provide enough information for Operations to understand what is needed.
  - The requests should **first** be routed through the appropriate departmental leadership level (Chief Academic Officer, Asst. Superintendent of Instructional Organization Alignment, or Chief Assessment & Accountability Officer) for their review.
  - They will then send requests on to Operations.
- During January, the Operations capital staff will visit with site administrators to gather details for each project request, if needed, and a budget cost estimate for each project request will be developed.
- Prior to the end of February, Operations staff will have met both in-house and with the appropriate district leadership level (CAO, Asst. Superintendent of Instructional & Organizational Alignment, or Chief Assessment & Accountability Officer) to review and prioritize the submitted project requests.
  - A district leadership team level list of projects which fits within the district’s budget constraints of that year will have been created for implementation.
  - Operations will then issue the list of approved projects for that year to all site administrators.
- Operations will then begin the work which should be completed within a year. At that point the process begins all over again.

It is important for the district to coordinate this annual work effort to facilitate a reasonable and equitable decision-making process and to allow time to implement projects. It can take a long time to prepare for projects as some require design work and permits. The sooner Operations receives project requests, the greater the likelihood of completing them over the summer if they are approved.

**Off-Cycle Requests** *(These projects could have been planned for):*

Site administrators may submit additional project requests out of sequence (off-cycle) during the school year utilizing the process outlined above. Due to prior staff commitments to other projects, this request may not be investigated until the next scheduled request process cycle. It is imperative that any requests which are a program emergency be clearly identified (See Program Emergencies section).

1. If funding is available for any request through resources other than Operations Department budgets, this should be clearly noted with an accompanying account code, a clear indication of the dollar amount committed to this project, and the signature of the administrator who is responsible for that budget account.
2. If funding is not available for a submitted request, the request will be retained and considered during the next request cycle. Approval and funding will occur in context and consideration of all district needs.

**Program Emergencies** *(These projects could not have been anticipated):*

The Operations Department recognizes that program emergencies occur and will attempt to accommodate emergency project requests throughout the year within the constraints of: time, existing workload, district priorities, and available funding. Since resources (both financial and staffing) are limited, implementation of an emergency project request may require the cancellation of an already approved project(s) which is/are not yet completed. Such cancellation will occur in consultation with the appropriate district leadership level program (CAO, Asst. Superintendent of Instructional & Organizational Alignment, or Chief Assessment & Accountability Officer).

**DEFINITIONS:**

**Maintenance Request:**

Repairing something that you already have or maintaining it so it doesn't break (addressed as a work request through maintenance). Enter a maintenance work request for these items. If you consider it an emergency, please call us and we will write it up as we respond to your need immediately. Work order priority definitions are delineated in Procedure #03.02.98

**Minor Capital Project Request:**

Minor capital projects are implemented through the above process. This type of project involves modifying something existing to make it work better for your program needs or constructing something new which is required for a new program. Capital projects can be accomplished using our staff or by hiring outside contractors.

**District Leadership Level Program Director:**

- Chief Academic Officer, Regional Learning Community #1
- Chief Academic Officer, Regional Learning Community #2
- Chief Academic Officer, Regional Learning Community #3
- Assistant Superintendent, Instructional & Organizational Alignment
- Chief Assessment & Accountability Officer

**Site Administrator:**

- Principal
- Any Administrator Responsible/Accountable for a Site

**RELATED DOCUMENTS:**

- Annual Small Capital Project Request Form (located in "facilities management\ request folder")
- Maintenance Work Order Definitions Procedure 03.02.98

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 Processed By

\_\_\_\_\_  
 Division Head

\_\_\_\_\_  
 Chief Operations Officer

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 Client Review (if appropriate)