

CAPITAL OUTLAY REQUEST

1) How to Get Capital Facilities Projects Done?

All upgrades and/or alterations to Facilities must go through the Operations Division to ensure compliance with:

Asbestos & Lead Abatement	Labor Code	Board Policy
Public Contract Code & Bid Limits	Collective Bargaining	Cabinet Review
State Architect Plan Review (DSA)	License and Insurance	Purchase orders
ADA Accessibility	Cal OSHA regulations	City/County ordinances

2) What constitutes a “PROJECT” versus a “WORK ORDER?”

A **PROJECT** is for an improvement and/or new construction to existing facilities. A **WORK ORDER** is submitted to Maintenance and Operations for repairs of existing facilities components.

Examples of what projects that require a Capital Outlay Request form:

- Adding or removing walls
- Reconfiguration of existing or install of new cubicles
- Repurposed uses of space which may require changes to HVAC duct work or controls, electrical, technology, or fire alarm strobes
- Shade Structures – new or additions to existing structures
- Parking lot changes-increase parking spaces/re-fencing/gates
- Electronic Marquees or Scoreboards*
- Installation of new playground equipment
- Structural changes requiring architectural design
- Murals and Window Wraps*

**Maintenance and replacement costs are to be paid by the school site*

Architectural design is required to keep all facilities compliant with the Division of the State Architect (DSA) and Field Act rules for student and staff safety. Public Schools rely upon the Division of the State Architect for the review and approval of the plans for school buildings. This requirement has been in statute since the passage of AB 2342 of 1933.

3) What is the Process?

Step 1:

Project requests must be submitted via the Capital Outlay Request form. The Capital Outlay Request form is available at the Planning & Development Office, ext. 84004, or at https://www.riversideunified.org/departments/operations_division/planning_development

Complete Step 1 by describing the project type and reasons for scope of work. Submit form to the Responsible Cabinet Member.

Step 2:

The Planning & Development (P&D) staff will review and coordinate a project estimate with involved trades/consultants/M&O, and return the Capital Outlay Request with estimate to the requesting party for funding source. The P&D staff will contact you should the project be denied or not recommended to move forward.

Step 3:

Requestor must provide a “Funding Source” in order for the project/scope of work to move forward. The completed Capital Outlay Request form must be signed by the Site Administrator or Department Director.

Please note that if an Additional Funding Request (AFR) is required, submit the AFR through the Business Office. Once additional funding is approved, submit the Capital Outlay Request Form, indicating the funding source.

A completed and signed Capital Outlay Request (COR) with a Funding Source by the Site Administrator or Department Director, certifies that funding is approved and available to move forward with scope of work. Complete Step 3 by submitting the signed COR to the Assistant Superintendent, Operations for final approval.

Step 4:

Assistant Superintendent of Operations will review. Project will be assigned to the appropriate project manager to coordinate project, bid work, project schedule, and manage project through completion.



CAPITAL OUTLAY REQUEST

Project Number

SITE			
	School	Building Number	Room Number
	Requested by: Name & Title	Phone	Date

STEP 1

PROJECT REQUEST

Capital Outlay Requests are for improvements and/or new construction to existing facilities, including the installation of new equipment.

Description:

TYPE

Program Change
 Furniture & Equipment
 Additions or Delet
 Safety
 Aesthetics, Transformation

IMPACTS

a) Electrical / Data
 c) Grounds / Hardscape
 e) Parking
 g) Offsite
 i) Unknown
 b) Plumbing
 d) HVAC/Ventilation
 f) Structural/Seisn
 h) Accessibility

REASON

Description:

Responsible Cabinet Member

Name and Title:	Phone:	Approved	Denied
Signature:	Date:		

Anticipated Budget \$ _____ Anticipated Account # _____

Will an Additional Fund Request be Required? Yes _____ No _____

Submit Request to Planning & Development Department for Review

STEP 2

REVIEW

Operations Division

Signature:

Not Recommended

REVISED BUDGET/ESTIMATE

Comments:

ESTIMATE

\$

Project Estimate

Return Request to Site/Department for Funding Source

STEP 3

FUNDING - SOURCE

Site/Department Funding Source

Acct Number / Budget Code:

Submit Approved Request to: Assistant Superintendent of Operations

STEP 4

FINAL - APPROVAL

	Division Approval	Sign & Date	Approved	Denied
1)				