

CAPITAL OUTLAY REQUEST

1) How to Get Capital Facilities Projects Done?

All upgrades and/or alterations to Facilities must go through the Facilities, Planning & Development 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 Facilities, 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 Facilities, Planning & Development 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 Facilities, Planning & Development 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, Facilities, Planning & Development for final approval.

Step 4:

Assistant Superintendent of Facilities, Planning & Development 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

Requested by: Name & Title

Building Number

Phone

Room Number

Date

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 Deletions
☐ Safety
☐ Aesthetics, Transformation

IMPACTS

☐ a) Electrical / Data
☐ c) Grounds / Hardscape
☐ e) Parking
☐ g) Offsite
☐ i) Unknown
☐ b) Plumbing
☐ d) HVAC/Ventilation
☐ f) Structural/Seism
☐ 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 Facilities, Planning & Development Department for Review

REVIEW

Director of Facilities, Planning & Development

Signature:

☐ Not Recommended

REVISED BUDGET/ESTIMATE
ESTIMATE

\$ _____

Project Estimate

Comments:

Return Request to Site/Department for Funding Source

FUNDING -
SOURCE

Site/Department Funding Source

Acct Number / Budget Code:

Site Administrator or Department Director

Signature:

Submit Approved Request to: Assistant Superintendent of Facilities, Planning & Development

FINAL -
APPROVAL

1)	Division Approval	Sign & Date	Approved	Denied
	Assistant Superintendent Facilities, Planning & Development			

STEP 1

STEP 2

STEP 3

STEP 4