



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
*Facilities Services Division*

**Charter School Alterations Request Form for Proposition 39 Single Year Co-Location Charter School Facilities Use Agreements**

**This Request Form is to be used by charter schools to request prior approval from LAUSD to make alterations, additions, or improvements to the LAUSD School.**

**Charter School must submit this Request Form and all attachments to:  
LAUSD Office of Leasing & Space Utilization via email to Prop39@lausd.net.**

<b>LAUSD Campus</b>	_____	<b>LAUSD Location Code</b>	_____
<b>Charter School</b>	_____	<b>Charter School Contact Person</b>	_____
<b>Charter School Contact Phone</b>	_____	<b>Charter School Contact Email</b>	_____

**Charter School must inform co-located LAUSD School Principal before submitting this Request Form.**  
Has this occurred?  Yes  No

**NOTE:**

Pursuant to the Single Year Co-Location Charter School Facilities Use Agreement (“FUA”), Charter School has no right to make alterations, additions, or improvements (“Alterations”) to the District Premises, which includes modular classrooms, unless previously approved by LAUSD and in accordance with conditions set forth by LAUSD in the approval letter delivered by LAUSD or otherwise mutually agreed in writing. Charter School will be responsible for the District Premises’ compliance with Environmental Laws, the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA) access rights to the extent Charter School makes any Alterations to the District Premises. Any Alterations must not cause the District Premises to be incompatible with the operation of a school within the public system of the City of Los Angeles, and must be made in compliance with all Applicable Laws and LAUSD policies, including Policy Bulletin 5761.0. Unless otherwise agreed to by LAUSD, Charter School shall be solely responsible for all costs associated with any Alterations. At its sole and exclusive discretion, LAUSD retains the right to approve/reject Charter School’s request for Alterations. LAUSD’s approval of an Alterations request may only be provided by LAUSD’s Director of Maintenance and Operations or his/her authorized designee. Individual Educational Service Centers (ESCs) or LAUSD school administrators/staff are **NOT** authorized to approve an Alterations request on behalf of LAUSD. Charter School should refer to the FUA regarding its obligations for Alterations’ removal and restoration of the District Premises. Carefully review the FUA for any additional provisions applicable to Charter School’s request.

Unless otherwise agreed to by LAUSD in writing, all work in connection with the approved Alteration will be performed exclusively by LAUSD.

**Please check below all that apply:**

**Alteration will require the following work:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Fencing <sup>1</sup> | <input type="checkbox"/> Electrical                    | <input type="checkbox"/> Structural <sup>2</sup>        |
| <input type="checkbox"/> Low-Voltage          | <input type="checkbox"/> Aesthetic                     | <input type="checkbox"/> Furnishing <sup>3</sup>        |
| <input type="checkbox"/> Installation         | <input type="checkbox"/> Plumbing                      | <input type="checkbox"/> Copier Circuit <sup>4</sup>    |
| <input type="checkbox"/> Flooring             | <input type="checkbox"/> Painting                      | <input type="checkbox"/> Storage Container <sup>5</sup> |
| <input type="checkbox"/> Gardening            | <input type="checkbox"/> Other: Please describe: _____ |   |

Provide as much information as possible regarding requested Alterations in the designated space provided below. Information to be provided should include, but not be limited to: timing, scope, costs, location, size, make/brand, contractors/suppliers, etc. If the space provided is insufficient, additional documentation may be attached. Be sure to attach diagrams and/or plans, as appropriate.

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The following notes are for your consideration when requesting an alteration:

1. May require path of travel study
2. May require lead/asbestos removal; may trigger Americans with Disabilities Act compliance issues
3. May require lead/asbestos removal
4. Has use of an existing circuit been explored?
5. Has use of existing storage on campus been explored?

**Charter School's expectation of costs:**

- \$0 - \$1,000
- \$1,001 - \$5,000
- \$5,001 - \$10,000
- \$10,001 or more

**Charter School's expected timeline for completion:**

- Urgent/Safety Concern (Expedited) Explain why: \_\_\_\_\_
- 30 days
- 60 days
- 90 days or more

**Acknowledgement:**

By signing below, I certify that the above information including any attachments is true and correct to the best of my knowledge. I understand that any planning fees incurred by LAUSD in the review of this Alterations request will be billed to the Charter School. If the Alterations request is cancelled by Charter School, I acknowledge that Charter School will continue to be responsible for the planning fees and any other costs incurred at the time of cancellation.

By signing below, I represent that I have the authority to submit this Alterations request and confirm acceptance on behalf of Charter School.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name/Title: \_\_\_\_\_