



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Procedures for Modifications and Additions to District Property Funded by or Performed by a Third Party

NUMBER: BUL-5761.0

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Office of the Chief Operating Officer

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DATE: May 14, 2012

POLICY: The California Code of Regulations and Board Rule 2351 mandate that the District maintain a safe and healthy, learning and working environment. All modifications made to schools or offices must comply with California Building and Fire Codes and Los Angeles Unified School District (LAUSD) School Design Guide and Guide Specifications. Additionally, the District is obligated to identify, disclose, and mitigate environmental impacts associated with its proposed projects in compliance with the California Environmental Quality Act (CEQA). In order to ensure compliance, the Office of Environmental Health and Safety (OEHS) and the Facilities Services Division (Facilities) must review proposed plans and authorize any construction activities prior to work being performed. The purpose of this bulletin is to establish procedures to follow when District or third party groups, such as community groups, parent teacher associations or individual staff members, propose any modifications or repairs to District property.

ROUTING

All Schools and Offices

MAJOR CHANGES: This is a new bulletin.

GUIDELINES: The following guidelines apply.

I. PURPOSE

- A. The purpose of this bulletin is to provide staff with procedures to follow when an individual or group would like to make modifications to any District property by paying for and/or conducting work at District sites. All construction activities or significant changes that impact the indoor or outdoor environment must be pre-approved by OEHS and Facilities. In addition, all projects executed at LAUSD sites must comply with regulatory requirements for which the District is liable.



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II. TYPES OF PROJECTS COVERED BY THIS BULLETIN

- A. School beautification projects initiated by school principals require registration through Special Events with the Office of Risk Management. Beautification projects initiated by a third party (booster clubs, PTAs, Non-Profits, etc.) must work with the Facilities Asset Management Branch for a license agreement. These projects typically include painting (solid surface painting and/or murals) and gardening on District property.

All painted surfaces are assumed to contain lead and must be handled appropriately so as not to create a lead dust hazard. Additionally, we must ensure that soils are safe, in particular when selecting areas for edible gardens. Garden Projects are exempt from the guidelines set forth in Division of the State Architect (DSA) for Structural Safety Review, but they must meet accessibility requirements (IR A-9). More information on creating green spaces at your school site – including gardens – can be found at <http://www.laschools.org/new-site/green-spaces>.

- B. Days of service events, when community members volunteer to perform beautification and/or modification projects, must be registered through Risk Management. Scopes of work must be clearly defined and approved through the procedures found in this bulletin prior to the proposed Day of Service.
- C. Installation of new J-building (portable restrooms), greenhouses, sheds, or other portable structures will require the services of a design professional and must follow the guidelines set forth in DSA IR A-22 and are covered by this bulletin.
- D. Installation of new or upgrades to existing playground equipment and surfacing material must conform with American Society for Testing and Materials (ASTM) standard 1487 and the Consumer Product Safety Commission (CPSC) guidelines. OEHS must evaluate the playground structure and matting prior to purchase or installation. A state certified playground inspector must inspect the equipment during installation and prior to use.
- E. Upgrades or installation of Heating, Ventilation and Air Conditioning (HVAC) systems and air filtration systems could significantly improve the indoor environment for all occupants but must comply with American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) recommendations. Emerging filtration technologies must be proven and compatible with existing HVAC equipment or incorporate the



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replacement of equipment. Design by a licensed professional is required.

- F. New sustainable products and technologies used for lighting, energy, water conservation, etc., can greatly decrease the District's consumption of resources and energy but must be mature technologies that are tested and proven within the industry. Remove and replace projects must meet District standards. Use of chemical products and alternatives must be as safe as possible when used for the intended purpose and such chemicals must be on the OEHS approved chemicals list.
- G. Structural modifications or build outs such as tearing down a wall, building a snack shack or repairing damaged building materials, must be structurally sound, meet building and fire code requirements and in many cases must be pre-approved by DSA. Any building materials manufactured prior to 1980 may also contain hazardous materials such as asbestos and lead which require special handling by certified workers. Design by a licensed professional is required.
- H. Any other projects that would permanently impact the indoor or outdoor environment of a school or office used by or owned by the District. This policy is not limited by the types of projects listed above but would encompass all construction activities intended to be permanently installed or modified or for which the District would be liable for repairing and maintaining.

III. PROCEDURES

- A. All proposed modifications to District property paid for and/or executed by a third party must first be presented, in a written narrative form, to the site administrator.
 - 1. The site administrator or their designee will forward the proposed project scope of work to the designated Facilities Services Division representative, the Complex Project Manager (CPM), for that school or office.
 - 2. The CPM will review the scope of the project and determine what other departments within and outside the District will need to be involved in the review and approval of the project. Examples include OEHS, Facilities Project Execution Branch – Design department, Facilities Inspection department, DSA, Facilities Maintenance and Operations Branch - Asbestos Technical Unit, etc. When DSA approval is required the Architect of Record shall submit a copy of the approved plans to the CPM who will in turn forward them to the



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LAUSD vault.

3. If the project is community initiated, the CPM will consult the [Community Initiated Project Guidelines](#).
 4. All projects, aside from routine maintenance projects as defined in California Administrative Code Sec 4-314 Definitions, must be designed by an appropriate licensed Architectural and Engineering professional and submitted to Project Execution - Design for review and approval.
 5. For projects that are exempt from DSA review, the CPM shall initiate a *Projects Not Requiring DSA Review and Approval Form* for approval by Project Execution - Design and Inspection Departments.
 6. The CPM will consult the *Approval Matrix* (Attachment 1) to determine the required level of project approval.
 7. Once all required approvals are obtained through the *Project Approval Tracking Sheet* (Attachment 2), the CPM will notify the site administrator of the findings and instructions on how to proceed with the project.
- B. In order to determine if a project is subject to the provisions of the California Environmental Quality Act (CEQA), OEHS review is required. The project proponent (i.e., CPM or designee) must provide written notification to OEHS of any project that may result in either a direct or indirect change to the environment before taking any action to implement the proposed project.

It should be noted that OEHS review is not required for minor activities involving routine maintenance and repair, as well as for activities that do not have the potential to impact public health, safety, or the environment.

For specific information regarding environmental reviews, please refer to [LAUSD Reference Guide REF-5314.1: Procedures for Environmental Review of Proposed Projects](#).

1. To initiate this process, the project proponent must complete and submit a *Preliminary Project Referral Form* (Attachment 3), along with available site plans and architectural drawings. This information must be submitted electronically to environmental_review@lausd-oehs.org.



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- C. For school beautification and day of services events involving gardening and/or planting activities, OEHS must be notified by the project proponent to provide guidance and oversight regarding the assessment of exposed surface soils.
- D. Import soils shall be bagged and commercially available. Approval from OEHS shall be required for bulk purchases (e.g. topsoil, planting mixes, etc.) and/or related soil excavation/removal actions. Refer to [District Specification 01 4524 – Environmental Import/Export Materials Testing](#).
- E. Projects that involve chemical products not previously approved, playground equipment, playground surfacing materials (such as artificial turf, synthetic tracks), equipment that must adhere to occupational safety standards, recycled materials or water and indoor air quality impacted must be reviewed and approved by OEHS.
 - 1. All chemical products used at District sites must first be approved by OEHS. The CPM must evaluate the proposed scope of work to determine if and chemical products are proposed for use by the project proponent. If a chemical is being requested that is not on the list of approved chemicals (*Safety Alert 05-03 Approval of Chemical Products for District Use*), the CPM must request a chemical product evaluation through <http://www.lausd-oehs.org/productreview.asp>.
- F. Projects that may impact asbestos or lead-containing materials will require an additional review and approval by the Maintenance and Operations Asbestos Technical Unit (ATU). The CPM will make the determination if ATU review is required.
- G. Emerging technologies, systems or products that are not covered within the District's current specifications, may require review and approval by the Product Evaluation Committee. This committee comprises representatives from the Design Standard and Technical Specifications Section, Maintenance and Operations trade technical supervisors, OEHS, Sustainability Group and the Energy Unit.
 - 1. If the CPM's review of the project proponent's scope of work shows that it includes technologies, systems, or products that are not covered by the District's current specifications, the CPM may download the "Request for Product Evaluation" form at www.laschools.org/employee/design/product-evaluation and e-mail the completed form with all supporting documentation to [design-](#)



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standards@laschools.org.

AUTHORITY: This is a policy of the Office of Environmental Health & Safety.
Board Rule 2351
California Code of Regulations, Title 8

RELATED

RESOURCES: [OEHS Safe School Inspection Guidebook](#)
[LAUSD Reference Guide REF-5314.1: *Procedures for Environmental Review of Proposed Projects.*](#)
[OEHS Safety Alert 05-03 *Approval of Chemical Products for District Use*](#)
[Principal's Handbook, July 2011](#)
[Community Initiated Project Guidelines](#)
[LAUSD Bulletin *BUL-3884.0 Approved Plants for Landscaping*](#)
[LAUSD Bulletin No. 520 *Request for Authorization for Student Body Expenditures Related to Grounds Improvement \(Beautification\)*](#)
[LAUSD Specification 01 4524 – Environmental Import/Export Materials Testing](#)
[LAUSD School Design Guide](#)
[LAUSD Guide Specifications](#)
[Non DSA Review and Approval Form](#)

ASSISTANCE: For assistance or further information please contact, the Office of Environmental Health and Safety at (213) 241-3199 or visit our website at www.lausd-oehs.org. You may also contact Facilities Services Division at 213-241-0352.

ATTACHMENT 1: *Approval Matrix*

ATTACHMENT 2: *Project Approval Tracking Sheet*

ATTACHMENT 3: *Preliminary Project Referral Form*

Approval Matrix

Types of Projects

Level of Approval	A. School Beautification	B. Day of Service Events	C. Portable structure installations	D. Playground Equipment	E. HVAC upgrades/ installations	F. New sustainable products/ retrofits	G. Structural modifications
Asset Management	Director of Leasing - All garden and landscape projects must be shared with Planning and Development at inception for approval, support and guidance. Any landscape, greening, gardening, tree planting project etc. must be evaluated with School Garden Specialist	Director of Leasing - Any landscape, greening, gardening, tree planting project etc. must be evaluated with School Garden Specialist	Portable structure for use in outdoor classrooms, gardens etc. must be evaluated by School Garden Specialist			All new materials as relate to Sustainable Design Best Practices will be evaluated by a team of individuals from Planning and Development, OEHS, M and O, A/E Tech and Design Standards	
Maintenance and Operations (M&O) Management	CPM - \$0 to \$50,000 AFSD - \$50,000 to \$100,000 RFD - \$100,000 to \$250,000 Director of M&O - > \$250,000	CPM - \$0 to \$50,000 AFSD - \$50,000 to \$100,000 RFD - \$100,000 to \$250,000 Director of M&O - > \$250,000	CPM - \$0 to \$50,000 AFSD - \$50,000 to \$100,000 RFD - \$100,000 to \$250,000 Director of M&O - > \$250,000	CPM - \$0 to \$50,000 AFSD - \$50,000 to \$100,000 RFD - \$100,000 to \$250,000 Director of M&O - > \$250,000	CPM - \$0 to \$50,000 AFSD - \$50,000 to \$100,000 RFD - \$100,000 to \$250,000 Director of M&O - > \$250,000	CPM - \$0 to \$50,000 AFSD - \$50,000 to \$100,000 RFD - \$100,000 to \$250,000 Director of M&O - > \$250,000	CPM - \$0 to \$50,000 AFSD - \$50,000 to \$100,000 RFD - \$100,000 to \$250,000 Director of M&O - > \$250,000
Maintenance and Operations Units	Applicable Unit Manager	Applicable Unit Manager	Applicable Unit Manager	Applicable Unit Manager	Applicable Unit Manager	Reviewed by Technical Team	Applicable Unit Manager
Office of Environmental Health and Safety (OEHS)	OEHS Manager - Soils assessment and chemical product evaluation dependent on scope of project.	OEHS Manager - Soils assessment and chemical product evaluation dependent on scope of project.	OEHS Site Assessment Manager - Preliminary Project Referral Form required	OEHS Safety Manager - Playground structure and matting approval required.	OEHS Site Assessment Manager - Preliminary Project Referral Form required	OEHS Site Assessment Manager - Preliminary Project Referral Form required	OEHS Site Assessment Manager - Preliminary Project Referral Form required
Project Execution - Design Department	Director of Design - for compliance with relevant Building Codes and District requirements		Director of Design - for compliance with relevant Building Codes and District requirements		Director of Design - for compliance with relevant Building Codes and District requirements	Director of Design - for compliance with relevant Building Codes and District requirements	Senior Facilities Project Manager - for compliance with relevant Building Codes and District requirements
Risk Management	Director of Risk Management	Director of Risk Management					

<p>Legend CPM: Complex Project Manager AFSD: Area Facilities Services Director RFD: Regional Facilities Director</p>

PROJECT APPROVAL TRACKING SHEET

School Name: _____

Principal Name: _____

Project Proponent: _____

Project Description/Scope of Work: _____

APPROVALS

Signature by the appropriate unit is required if the answer is YES to any question.

Organization

Signature

Date

School Site Administrator _____

Asset Management: _____

Does the project involve campus greening (tree planting, gardens, etc)? Yes No

Asbestos Technical Unit (ATU) _____

Does the project impact asbestos or lead-containing materials (such as paint)? Yes No

M&O Management: _____

Does the project involve sustainable products or technologies? Yes No

OEHS Management: _____

Does the project use chemicals or involve playground equipment? Yes No

Does the project require OEHS environmental review? Yes No

Product Evaluation Committee _____

Does the project impact emerging technologies systems or products not covered by the District's current specifications? Yes No

Project Execution Management (Design) _____

Risk Management: _____

**LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety**

PRELIMINARY PROJECT REFERRAL FORM

Date: _____
From (Incl. Title): _____
Phone: () ____-____
Email: _____
Project Title: _____
PIC Project No: _____
School Name: _____
School Address: _____

Funding Lines:

CEQA: Amount: _____

Fund	Area	Location	Program	Object	IFS#	Phase	Sub-Project

Site Assessment: Amount: _____

Fund	Area	Location	Program	Object	IFS#	Phase	Sub-Project

Will State Funds be Sought? _____ Funding Source: _____
Projected Construction Start Date: _____ Construction Duration: _____

PROJECT DESCRIPTION

New Construction Exterior Modernization Interior Modernization

Describe Proposed Project (incl. all components of the project):

Total Number of New Buildings Proposed (if applicable): _____

Number of New Portable Buildings (if applicable): _____

Name/Number of Existing Building(s) Where Work is Proposed (if applicable):

Number, Description and Square footage of Structures or Areas to be Demolished:

Number, Description and Square Footage of New Structures or Paved Areas:

Number of New Classrooms: _____

Total Number and Location of Proposed Parking Spaces: _____

ADDITIONAL INFORMATION

Approval Required from:

DSA

OPSC

N/A

Proposed Increase in Enrollment: _____

Proposed Increase in Capacity: _____

Is trenching or soil excavation required? If so, estimated linear feet/acres. _____

Will project require importing or exporting of soils? If so, estimated volume (cubic yards). _____

Will excavated soils be used for onsite cut and fill activities, or shipped offsite? _____

Are any of school buildings/structures listed/eligible for listing on Historical Register? _____

Proposed Site Plan(s) Attached:

Existing Site Plan(s) Attached:

Other Comments or Information: _____

SUBMIT TO: environmental_review@lausd-oehs.org