

### I. Responsibilities of the Administrator Overseeing the Improvement

- A. On behalf of the petitioner(s) proposing the improvement, the Administrator will contact the Director of Facilities to obtain the necessary forms needed for proposed improvements to school sites or facilities.
- B. If approval is granted by the Waunakee Community School District (WCSD) to proceed with any improvement project, the Administrator, in collaboration with the Director of Facilities and Business Manager, has the following responsibilities:
  - 1. Overseeing the project to completion in accordance with the approved plans and time schedule and hiring all contractors.
  - 2. Overseeing correction of any damage done to existing facilities on the site using WCSD specified materials. (Examples include damage to concrete or blacktop paving, sod or lawn, drainage facilities, underground utility lines, etc.)
  - 3. Ensuring the availability of all funds donated by the petitioner that are needed for the project
  - 4. Regularly monitoring the project activities to identify potential exposures that could result in injury or property damage
  - 5. Ensuring that all work is performed during times when school is not in session. An exception may be made with the approval of the Director of Facilities
  - 6. Ensuring compliance with all regulations imposed by building permits, federal and local laws, and the district safety protocols.

### II. Responsibilities of the Director of Facilities

- A. Determining that the proposal meets all the requirements of this policy and Policy 840 Public Gifts to Schools
- B. Determining the significance and appropriateness of the proposed improvement with review by the Director of Facilities.
- C. When applicable, ensuring the petitioner obtains insurance, permits, licenses, etc., as required by the Board/WCSD and county agencies, prior to the start of work.
- D. Recommending approval or disapproval of the project to the Business Manager
- E. Supervising or delegating supervision to staff to ascertain that all work is carried out in accordance with approved plans, permits, regulations, and acceptable construction practices.

### III. Responsibilities of the Business Manager

- A. Upon receipt of the recommendation of the Director of Facilities and after performing additional review of the proposal, the Business Manager will present

# Facility Improvement

## Policy #921 Rule

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the proposal to the Finance, Facilities, and Transportation Committee then the School Board for Approval.

- B. Notifying petitioner(s) of the project of the approval to proceed.

**Adoption Date:** June 2010

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