



# LONG BEACH UNIFIED • SCHOOL • DISTRICT

Business Office-Maintenance Branch  
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## Site Improvement Request (SIR) Procedure

### Summary

This document serves as the procedure for district staff for Site Improvement Request (SIR).

The Site Improvement Request replaces the previous Request for Services (RS) and Site Modification Request processes.

### When to Submit a Site Improvement Request

The Maintenance Department maintains equipment and buildings that exist to retain its functionality through the expected useful life. Repairing or replacing existing equipment or building conditions are maintenance activities. Maintenance requests should be entered in as a Work Order on the Maintenance website or through the Work Control Center.

Any proposed modifications, additions, removals, or changes in use of space beyond general maintenance should be submitted as a Site Improvement Request (SIR) regardless of funding source<sup>1</sup>.

Examples of when to submit a Work Order versus Site Improvement Request are shown in Appendix A.

### Funding for SIR Projects

Education Code 17070.75 requires the board to establish a restricted account “for the exclusive purpose of providing funds for regular maintenance and routine repair of school buildings”. Such funds may not be used for funding for alterations and improvements.

SIRs must be submitted with a proposed funding source. Administrators may work with their Directors and/or Fiscal Analysts to identify an appropriate funding source. Authorization of the specific account code and use of funds for the SIR will occur following project estimates. For planning purposes, Appendix B provides estimated costs for common projects.

Note: The future repair or replacement of any non-standard construction and/or equipment created from a previous SIR (or Request for Service) are outside the scope of general maintenance and require a new SIR submission.

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<sup>1</sup> Exceptions may apply due to operational efficiency, expediency, or emergency at the discretion of the Maintenance Director.

## Site Improvement Request Procedure

1. SIR is entered by the requesting site/office designee.
  - Provide a detailed description of the work requested. Attach documents if additional space / details are needed.
  - A proposed funding source must be provided. If not known, consult your site Administrator, Site Director or Fiscal Analyst.
2. All requests must be approved by the site administrator. If the requestor is not the site administrator, the request must be sent to the site administrator to approve.

Example: If a special program is operating at a school site, the special program administrator will approve in step 1 and the site administrator will approve in step 2.
3. The Level Office Administrator or Director for the site reviews request and proposed funding source.
4. SIR is received by Maintenance who may contact the requestor for additional information or site visits.
5. Operational departments (Facilities, Nutrition, Operations, Transportation, School Safety, Technology) receive a copy of the SIR and should contact the Maintenance with any questions or concerns.
6. Maintenance will gather and record all necessary cost estimates for the project.
7. Maintenance Director reviews and approves request.
8. Business Services Administrator reviews and approves request and submits to funding administrator for approval and funding.
9. Funding Administrator provides funding account number and approves the use of funds for the identified project.
10. District Accounting confirms available funds and assigns appropriate account codes based on the type of expense.
11. Chief Business and Financial Officer reviews and approves completed request.
12. Maintenance proceeds with project setup and initiates work.
  - Maintenance creates project record in Maintenance work control system.
  - Requestor may track project progress via Maintenance website.
  - Requestor will receive e-mail notification from Maintenance system regarding SIR project creation, status changes, and completion.

## Appendix A Work Order versus Site Improvement Request

### EXAMPLES OF MAINTENANCE WORK ORDER REQUESTS

- Repairing something already at the school site
- Repairing existing electrical outlets
- Painting over graffiti
- Repair existing cabinet locks
- Replace existing white boards
- Repairing playground equipment & surfacing
- Repair existing blinds
- Repair existing fence
- Replacing broken/missing floor tiles
- Repairing existing toilets
- Replacing existing sanitary equipment
- Repair lights
- Repair air conditioning / heating systems
- Repairs to pools
- Rust / Sediment in drinking water from bottle fillers or fountains
- Vandalism
- Termite Infestation
- Rodents
- Fallen Tree
- Broken sprinklers
- Irrigation issues, including leaks
- Bee, Wasp, or other insect issues

### EXAMPLES OF SITE IMPROVEMENT REQUEST PROJECTS

- Installing something new at the school site
- Installing new electrical outlets, data drops, phone lines
- Window AC units
- Privacy slats on chain link fence
- Electric hand dryers
- Drinking fountains w/ bottle filling stations
- Add or improve lighting
- Adding new white boards where none exist
- Removing furniture or equipment from a classroom or office (not a Facilities Project move)
- Install new grills (window or other), fences, extend an existing fence
- Digital Marquee Signs
- Security Cameras
- Ceiling Mount Projectors / move existing projectors
- Murals painted on exterior walls and handball walls
- Assembly of furniture (includes stage / theater items)
- Outdoor furniture and accessories
- TV's new install or replacement
- Banners new install or replacement
- Existing TV and or bracket removal
- Ice Maker service or replacement (except for nurses' office)
- Refrigerator repair or replacement (except for nurses' office)

## Appendix B Estimated Project Costs for Common Requests

The project list below provides estimated total project costs for budget purposes only. Exact costs will be determined based on site conditions during the Site Improvement Request process.

<b>Project Category</b>	<b>Estimated Total Project Cost</b>
Digital Marquee (height of 8ft or lower)	\$30000 – \$45000
Install White/Bulletin Board or Screen	\$1000 – \$1500
New Appliance/TV (installation only, assumes existing utility hookups, excludes cost of appliance/TV)	\$200 – \$800
New Electrical Outlet/Data Port	\$1000 – \$2000
New Exterior Table/Benches	\$1000 – \$2500
New Projector	\$7500 -- \$10000
New Shed	\$5000 – \$11000 depending on size
New Storage Container	\$5000 – \$9000
Single Lock/Key/Rekey	\$200 – \$500
Window Coverings	\$1200 – \$2500 depending on size