



PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT

Facilities Project Approval

Name of person submitting this form:		Jeanne Hanaoka	
Today's Date:	4/16/19	Project Number: <small>(assigned by M&O)</small>	E 33
I. PROPOSED PROJECT			
Site (School):	Silver Spur Elementary		
Room:	12 classrooms	Building Name:	
Name of Project:	Roller Shades		
Description of Project (please be detailed and attach additional documents if necessary):	Roller shades will be installed in 12 classrooms. PTA will pay and Estimate is attached.		
Project Deadline: (please allow up to 8 weeks for review /approval depending on the	Before the start of the 2019-2020 school year.		
Is the improvement Temporary or Permanent:	<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Permanent If Temporary, what is the duration? Explain: N/A		

II. CATEGORY OF PROJECT	
Facilities/Maintenance/Operations	<input checked="" type="checkbox"/>
Technology	<input type="checkbox"/>

III. TO BE COMPLETED BY REQUESTOR	
Reason or need for Project:	Classroom safety
Please describe any District equipment or assistance you will	No assistance needed.
Please tell us anything else we should know about this project:	N/A

IV. PRE-PROJECT ASSESSMENT NEEDS (COMPLETED BY DISTRICT)

Check the following items that are needed:	<input type="checkbox"/> Site Walk	_____	Date completed
	<input checked="" type="checkbox"/> Estimate/Quote	Received 4/15/19	_____
			Date completed
	<input type="checkbox"/> DSA Approval	_____	Date completed

V. FUNDING FOR PROJECT

Funding Source:			
Type of Funding:	<input type="checkbox"/> Purchased <input type="checkbox"/> Physical Gift <input type="checkbox"/> Booster Club <input checked="" type="checkbox"/> PTA Fund		
	<input type="checkbox"/> Parent/Community <input checked="" type="checkbox"/> Other, please explain:		
	Funds raised from the Fun Run.		
Estimated Cost:	\$7,500.00		
Payment Category:	<input checked="" type="checkbox"/> Direct Pay: to be paid by a non-district account holder only. NO money transacted through the District.		
	<input type="checkbox"/> District account: A District account is being used to facilitate payment.		
District Account Code:			

VI. CONTACT INFORMATION – GROUP SPONSORING PROJECT

Organization Applying:	Silver Spur Elementary		
Contact Person:	Marta Jevenois-Richardson		
Contact Phone #'s:	Primary#: 310.378.5011 ext 200 <input type="checkbox"/> Home <input checked="" type="checkbox"/> Work <input type="checkbox"/> Mobile	Alternate # : 310.378.5011 ext 200 <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile	
Email:	jevenoism@pypusd.net		

VII. TECHNOLOGY UPGRADES

Is there an electrical outlet on the wall unit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there a network port on the wall unit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there an existing whiteboard being moved?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Patch and Repair Needed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Wall painted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Ceiling mounted equipment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> Drop Ceiling <input type="checkbox"/> Hard Ceiling	Add an electrical outlet? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Add a data port? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there a warranty on equipment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown
Is there maintenance included with purchase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown
Purchase Order Number used for Purchase	Direct Pay

VIII. PROJECT REVIEW – BUILDING

To the best of your knowledge, check all that apply to the project.

	Yes	No	If yes, explain
1. Disturbance of existing building materials.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Addition/Deletion/Modifications to Door/Doors.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Addition/ Deletion/Modifications to Window/Windows	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Connections to ceilings, walls, beams, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Disturbance to paint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. Mechanical, Electrical and Plumbing changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Creation/elimination of walls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8. Changes to ventilation systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Modifications to Technology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, fill out Section VI.

IX. PROJECT REVIEW – SITE

	Yes	No	If yes, explain
1. Addition/removal of trees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Changes to exterior wall elements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Changes to security fencing and gates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Modifications to irrigation system	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Alterations to outdoor lighting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. Additions/alterations to existing pavements, sidewalks etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Changes to or new playground equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8. Changes to any site furniture.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Changes to accessibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Any other changes not listed above	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

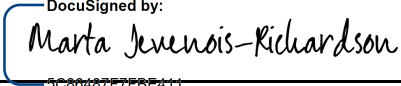
X. ADDITIONAL DOCUMENTS (PLANS, INSURANCE, PROPOSALS, QUOTES, ETC.)

Please list any documents you are attaching:

**XI. APPROVAL OF PRINCIPAL**

☒ APPROVED ☐ DECLINED ☐ APPROVED WITH EXCEPTIONS

Signature does not guarantee approval of the project

<small>DocuSigned by:</small> 		4/17/2019
School Administrator (signature)		Date

XII. DISTRICT DEPARTMENT APPROVAL

Maintenance and Operations	Approved:	DocuSigned by: <i>Terry Kamikayashi</i> 11988888F3F142...	4/17/2019
Accounting	Approved:	DocuSigned by: <i>Eva Chang</i> 6C88E041477446A...	4/17/2019
Technology	Approved:	DocuSigned by: <i>Trent Bahadursingh</i> E9B0BD1F6883494...	5/21/2019
Purchasing	Approved:	DocuSigned by: <i>Brenna Terrones</i> 277A8CA57DFC46B...	5/21/2019
M&O Comments:	I walked with Contractor to verify classrooms and locations in classrooms		
Accounting Comments:			
Technology Comments:			
Purchasing Comments:			

XIII. FINAL APPROVAL BY BUSINESS SERVICES

<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DECLINED <input type="checkbox"/> APPROVED WITH EXCEPTIONS		
DocuSigned by: <i>Keith Butler</i> D126746B0F32405...		5/21/2019
Associate Superintendent, Business Services		Date
Printed Name:		
Comments:		

B&B Window Coverings
575 Mary Ann Dr
Redondo Beach, CA 90278
310-376-3555

Date	04/15/19
Estimate No.	884

Estimate

Job Site
Silverspur Elementary School 5500 Ironwood St Rancho Palos Verdes, CA 90275

Description	Quantity	Total
Roller Shades – Beige with Metal Chain	51	6,760.00
CA Sales Tax		642.20
Total		7,402.20
For this quote we were able to get wholesale pricing (50 or more shades) which runs about 25% less than normal retail. If we do less shades we will need to requote and the price will reflect this. Price is Installed.		
This quote does not include Room #16		
Signature:	Total	\$7,402.20