

HOW IS A PROJECT REQUEST FORM (PRF) DIFFERENT FROM A WORK ORDER?

- Work Orders address the maintenance of existing facilities components, while PRFs are used to propose building modifications beyond the day-to-day custodial or maintenance work.
- Repair Requests are submitted to M&O via a Work Order.
- Completed PRFs are submitted to M&O via email as attachments.

Example:

Paint the exterior of the school with accent colors to create a more welcoming entrance. – PRF Required vs.
 Re-paint the faded paint in the staff lounge – Work Order Required.

LEGAL COMPLIANCE—ALL changes to site must go through M&O to ensure compliance with:

- Asbestos & Lead Abatement
- Labor Code
- Board Policy
- Bid
- Cabinet Review
- State Architect Plan Review
- ADA
- Purchase Orders
- License & Insurance
- Cal OSHA
- City Ordinances
- DSA approval

This process is IMPORTANT!

PROJECT REQUEST FORM

1. Determine if you have sufficient funds for your project. Refer to the costs of Common Projects on page 3. (Contact Fiscal or Business Services if you have questions regarding appropriate funding accounts)
2. Once you have determined funding a PRF must be completed. Appropriate diagrams and photos must be submitted with the PRF. Please fill out the form, submit all attachments and, scan once signed via email. Please note the anticipated project timeframes for Common Projects on page 3.
3. If the PRF is approved, M&O staff will schedule a walk-through with the principal or site administrator, if needed, to review the project objectives and details.
4. M&O staff will coordinate with the appropriate contractor and/or service area and provide a quote for approval.
5. Upon PRF approval the M&O will create the Purchase Requisition, and once the PO is received M&O will coordinate and supervise the work.



