



**TWIN RIVERS UNIFIED SCHOOL DISTRICT
FACILITIES AND MAINTENANCE
Submit minimum 30 days prior to the beginning of the design process.
SPECIAL PROJECT APPROVAL REQUEST – For Cameras (SPR-C)**

School / Site: _____ Date: _____

Project Description: (How many cameras & locations) _____

(Include copy of school/site plan indicating exact location where proposed cameras are to be located)

Desired Project Start Date (s): _____ Project Completion Date: _____

Work to be performed by:

- Information and Educational Technology Services
- Facilities Maintenance Employees
- General Contractor (Contractor Info. and DIR# will need to be provided projects over \$1000)

General Contractor/Site Project Coordinator Information	
If unknown please leave blank	
Contractor Name:	Project Coordinator Name:
Contractor Phone Number:	Project Coordinator Phone Number:
Contractor Email:	Project Coordinator Email:
Contractor License #	_____
Department of Industrial Relations # (DIR #) - Required	_____
Estimated Cost of Project:	\$ _____
Funding: (Include budget source)	\$ _____
Budget Code #:	_____

Next steps: While your project is being review by the IT Department complete the items listed below. Develop a project scope of work, list of materials to be used and a detailed schedule, etc.

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No work should be completed until scope, materials and schedule is approved.

- Project scope attached
- Site map with proposed camera locations and wiring diagram
- Project schedule attached

1. What work needs to be completed by Maintenance & Operations staff prior to project?



2. What impact will this project have on bargaining unit work? (IT to fill in)

3. Who will be responsible for future repairs and maintenance needed? (IT to fill in)

District Use Only

Review of project (Sign & Date):

Asbestos / Risk Management	Carpentry Lead	Electrical Lead
Electronics Lead	Glazing Lead	HVAC Supervisor
Environmental Manager	Plumbing Lead	Facilities manager
M & O Manager	M & O Manager	Other
Risk Management	Director Maintenance	Director Facilities Final Review & Approval
Manager, Network and Systems Operations		

Reviewer(s) Comments and Questions: (Example: EL - Utility check completed) Attach another page if necessary.