

General Services

*Kimbely Barnett
Executive Director*

*Armando Orozco, Director
Maintenance & Operations*

*Lori Rubenstein, Director
Construction/Engineering
Facilities*

*Sal Lorta, Manager
Maintenance*

*Boyd Ransom, Manager
Plumbing, Irrigation, Welding, Pools and
Grounds*

*Daun Manning, Supervisor
Custodial Operations*

*Luis Huerta, Supervisor
Custodial Operations*

*Eloy Vento, Manager
Facilities Planning & Efficiency*

*Mark Giugni, Manager
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*Joe Calhoun, Supervisor
Plumbing, Irrigation, Welding, Pools and
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*Tim Maggenti, Supervisor
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*Robert Cowan, Manager
Custodial Operations*

*Beth Brose, Consultant
HMS for TRUSD*

Special Projects Request (SPR)

The special Project Request is a way for sites, staff and community organizations to enhance our school facilities for students and staff. Some of the popular types of projects are playground equipment and areas.

If you are interested in doing a special project, please submit a completed Special Project Request **at least 30 days** prior to the design process to General Services. All forms being submitted will need the appropriate paperwork, map(s) of project location, and Principal/Site Coordinator's signature of approval. All required forms are listed below.

Starting a project without prior approval can create potential problems and additional fees that your site would be accountable for. Please contact General Services, (916) 566-1600 ext. 50281, Mark Andreyev, mark.andreyev@twinriversusd.org, if you have any questions regarding the special projects request form, or procedure process.

Procedure for Special Project Requests

1. Scope
 - a. This procedure describes the process in which the General Services Department reviews Special Project Requests.
2. Responsibility
 - a. Facilities Secretary
3. Approval Authority
 - a. Review
 - i. Principal
 - ii. Maintenance and Operation Leads
 - iii. Maintenance Managers
 - iv. Director of Maintenance and Operations
 - b. Approval
 - i. Director of Facilities, Construction & Engineering
 - c. Additional Approval, if Required
 - i. Executive Director of General Services
 - ii. RISK Management
4. Definitions
 - a. SPR – Special Project Request Form
 - b. GS – General Services
 - c. M&O – Maintenance and Operations





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Step by Step Process for Special Project Requests

Special Projects Request Form

- **Step 1: Fill out form and get Principal Approval/Signature on SPR**
- **Step 2: All required documents are filled out and attached to approved/signed SPR**
 - Once steps 1 and 2 are complete, submit SPR into General Services for approval **at least 30 days** prior to desired start date.
 - Steps 1 and 2 have to be completed before step 3 can occur
- **Step 3: (To be completed by General Services)**

