



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

5.0 PROCEDURE:

Completed special project request form received by FSS with appropriate paperwork, maps/drawings, DSA approval, and Principal/ signature of approval.

Special project request reviewed by Facilities Support Services, and assigned tra

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 MOP-F011 – Special Project Approval Request Form
- 6.2 MOP-F005 – Job Estimate Form
- 6.3 MOP-P001 – Capital Improvements and Charge Costs Procedure
- 6.4 MOP-F010 – Capital Improvements and Charge Costs Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
SPR##-####	Facilities Support Services Filing	5 years	Signed Forms	None

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/22/2012	A	Initial Release
09/17/2014	A	Update

***** End of procedure *****