

Downey Unified School District

ADMINISTRATIVE SERVICES

FACILITY MODIFICATION AND/OR ALTERATION

AR 6521.1

No District facility shall be altered or modified except as provided in the following procedural standards:

Criteria

The District will comply with all health and safety standards and regulations for school facilities. Standards will be changed when necessary to incorporate the latest directives or legislation.

District Control

Proposed changes shall be submitted in writing to the Director, Maintenance, Operations, and Transportation, who, with such consultants as may be considered necessary, will work with those proposing the change using the following procedure:

1. Determine the feasibility of the proposed change.
2. Determine the work to be done in enough detail to obtain a budgetary estimate.
3. Take appropriate measures to ensure that the project complies with all local and state codes or requirements.
4. Forward the proposed project and budgetary estimate to the Assistant Superintendent, Administrative Services, for review and approval.
5. Submit any modification of, or addition to, existing facilities that substantially alters the current use to the Board for review and approval.