



REDLANDS UNIFIED SCHOOL DISTRICT

Campus Improvement Application – (CIA) Form

The following guidelines establish a process for site improvements including minor capital projects (marquees, tracks, shade covers, playgrounds, etc.), murals and landscaping at all Redlands Unified School District sites. Each improvement must include a schedule, maintenance plan, vandalism plan, lifespan of the improvement and cost.

Procedure:

Any proposed physical change (not routine maintenance), shall require an applicant to submit a Campus Improvement Application – (CIA) form. This form is for volunteers, RUSD staff members (including administrators), Service Center personnel, booster groups of extra-curricular activities or contractors that would like to make improvements to our sites. The form can be found on the RUSD website under Booster Club Information or on the Maintenance & Operations page.

Each application will go through a committee for approval and/or required changes. Applications must be submitted 30 days prior to start date and completed 90 days after approved start date. Drawings are recommended for all projects and are **required** for all murals.

Process:

- Applications should be submitted to the site of intended improvement. The site will review, sign and submit the application to the Administrative Assistant to the Assistant Superintendent of Business Services.
- Upon receiving signed application, the Administrative Assistant will send the CIA form to either the Coordinator of Athletics or the Director of Maintenance, Operations & Transportation (MOT) (contingent upon site improvement). The committee consisting of some or all of the following: Director of MOT, Director of Fiscal Services, Coordinator of Facilities, Coordinator of Athletics, Purchasing Manager, Site Administration, and Business Services Manager will meet at the earliest convenience and discuss the CIA form.
- All mural projects must be approved by Cabinet prior to final approval.
- Once a decision is reached, the applicant and site will be informed of approval or required changes to the application.
- **Work may not begin until a signed approval of an application by the committee chairperson is received.**

Mural and Landscaping Criteria and Placement:

- Location cannot disrupt maintenance requirements.
- Any project deemed to overwhelm the architecture, become a visual distraction, create a safety concern or need to alter current structures will need to be modified or denied.
- Must work well with current conditions or physical features of the site.
- Applicants must use a qualified artist/landscaper with proven performance.
- Do not cover up or hide current signage, labels, identification, ratings or nomenclature plates.
- Applicants shall maintain improvement until removed. Applicants must submit a maintenance plan for long-term care. M & O will not provide any services for long-term care.
- Applications shall include protective measures to resist vandalism. Please adhere to all Local, State, and Federal regulations.
- All materials being used need to meet the RUSD approved standards. This includes, but is not limited to, trees, plants, paint, and stains. Please refer to spec sheet located at <http://www.arboday.org/trees/treeguide/browseTrees.cfm> for each type of tree to be planted.
- Applicants installing landscaping or painting murals at their site shall be responsible for the cost of graffiti removal. Graffiti must be promptly removed. If applicants cannot afford to remove graffiti the district will be held harmless for any subsequent damage. Requests for M & O to remove graffiti may only be submitted once the above steps have been taken.

Removal of Mural and Landscaping:

The mural/landscaping life span will be for a minimum period of four (4) years. A mural is to be protected in place during repainting of campus. A mural/landscaping may be removed for the following reasons:

- The structure is remodeled or altered in a way that precludes continuance of the mural or landscaping.
- Continued maintenance is not feasible.
- The Principal of the site submits a request of approval from the Director of M & O to remove a mural or landscaping before the expiration date (specific reasoning must be provided).
- Murals/Landscaping that are past their expiration dates that do not maintain a kept appearance are subject to removal.
- The cost associated with removing any school site improvement shall be incurred by the site.