



Volunteer Projects

Review all guidelines, fill out the last sheet, & return to Operations

All projects require prior approval by the Operations Department

Mesa Public Schools makes every effort to support volunteer projects. The District offers a variety of service projects for candidates to choose from or they may submit information for approval of their own project idea. All projects must receive approval from District Operations and the school administrator prior the start of the project.

The following guidelines, policies, procedures, requirements, and stipulations apply to any individual planning, improvements, maintenance and/or repairs on Mesa Unified School District property.

NOTES:

1. Volunteer projects shall be limited to improvement, maintenance, and repair.
2. All projects that are **NOT** initiated or developed through District Operations shall be considered unapproved projects.
3. Any project to be accomplished at a school site must have the concurrence of the principal or the principal's designee.
4. When projects take place on school district property the safety of students, staff, project participants and the general public is of primary concern to Operations and the District.
5. The District shall notify the responsible individual in the event that any phase of a project is determined to be unsafe, violates federal, state, county, or local municipality regulations, does not meet Uniform Building Codes, or is below District standards and specifications. The District shall then require that the project either be placed on hold until it is brought up to standards, or that it be removed from the site.
6. District Operations Department policy prohibits loaning of District equipment, tools, etc. for use in performing work on external projects.
7. Specifications on items, products and/or material may be obtained from District Operations.

In accordance with A.R.S. 32-1121, Licensed Commercial Contractors are required to perform work on school district property for projects that have an estimated value of \$1,000.00 or more, regardless of donated labor and material.

Project Requirements

All personnel, the corresponding school administrator, and/or staff performing work shall be required to follow the procedures listed below and provide all necessary information to District Operations prior to the start of work on any and all projects.

1. **Project Consideration:** Requests for improvements and/or alterations that are temporary or permanent to facilities shall be in writing and submitted to District Operations a minimum of thirty (30) days prior to the planned start of the project.
2. **Drawings, Plans, Prints Specifications, and/or Submittals:** All necessary documents shall be submitted to District Operations for review and redlining.
3. **Project Schedule:** A schedule of work with start date and completion date shall be submitted to District Operations.
4. **Project Information Form:** This form must be completed and returned to District Operations for review and project approval/denial.
5. **Project Estimated Value:** The estimated cost of the project shall be provided to District Operations.

Approval/Denial Process

Approval/denial shall be rendered only after District Operations has reviewed project documents and confirmed all submittals have been supplied to the District. District Operations shall in turn notify the submitting party in writing of the decision.

Project Stipulations

1. District Operations personnel shall monitor all projects during construction and conduct a final inspection.
2. All personnel involved in the project shall abide by District Policies and Procedures while on site.
3. All applicable building codes and District standards shall be adhered to throughout the project. (District standards may be obtained from Operations)
4. Safe-keeping and barricading of the project area during construction shall be maintained.
5. The responsible party shall be responsible for contacting the Blue Stake Center and a private locating company for marking of underground utilities when any excavation is required.
6. The responsible party shall be liable for repair of any damage to underground utilities, school district structures, property and/or adjacent homeowner's property.
7. The responsible party shall have ten (10) working days to correct any and all discrepancies or defects in material and workmanship.
8. In the event that discrepancies are NOT corrected within ten (10) working days, the appropriate department director in District Operations shall have corrections made at their discretion.
9. District approved paint and paint colors and materials shall be used on all painting projects.
10. At the completion of the project, the responsible party shall promptly remove all equipment, temporary fencing, and debris generated from the work, leaving all areas in a clean, neat, and orderly condition and to the approval of the Mesa Unified School District.

11. **Age Requirement:**
Individuals under eighteen (18) years of age shall not operate equipment and/or power tools on school district property, including but not limited to the following:

EQUIPMENT

Backhoe, grader, fork lift, platform lift, front loader, skid loader, tractor, trencher, riding lawn mower

POWER TOOLS

Auger, chain saw, drill, hammer drill, grinder, portable cut-off saw, power single jack, platform tamp, line trimmer, hedge trimmer, ram-set, welders

12. **Clean Up:**
The responsible party shall clean up and remove all debris and rubbish resulting from their work from time to time as required or directed by any Mesa Public Schools representative. Upon completion of the work the premises shall be left in a neat, unobstructed condition.

School dumpsters are NOT to be used for disposing of any trash or materials.

13. **Restrooms and Facilities:**
Use of student restrooms and cafeteria facilities by the contractor, subcontractor, and employees thereof, is prohibited by the District.

The contractor and employees thereof, shall obtain permission from the principal or their designee to use staff restrooms.

The contractor shall otherwise be responsible for supplying restroom facilities for their employees and subcontractors.

NOTE: Substance abuse and dangerous instruments/deadly weapons are strictly prohibited on any District campus and/or facility. Violators will be prosecuted according to Arizona Revised Statutes.

14. **Alcohol, Drugs and Tobacco:**
All schools and facilities are alcohol, drug, and tobacco-free environments.

15. **Dangerous instruments and Deadly Weapons:**
“Dangerous instrument” means a knife, CO₂ powered gun, or other instrument, not designated for lethal use but which may be capable of causing physical injury.

“Deadly weapon” means anything designated for lethal use including a firearm.

“Firearm” means any operable or inoperable, loaded or unloaded (a) weapon, including a starter gun, which will or is designed to, or may be converted to expel a projectile by the action of an explosive.

16. **Dress Attire:**
Shirts and shoes shall be worn at all times.
Shorts: leg length shall be mid-thigh or longer.

17. **Language Requirement:**
An English speaking person shall be on site at all times, during working hours.

The use of abusive, offensive sexually oriented or vulgar language is prohibited.

Suggested/Prohibited Volunteer Projects

The following list of suggested volunteer projects are not inclusive of all projects that may be approved by MPS. It is intended to provide the volunteers with ideas from projects that have been accomplished throughout the school district in the past.

Suggested Volunteer Projects

- Painting of door radius safety lines (latex paint only)
- Painting of four square hop scotch and other court games on asphalt surfaces (latex paint only)
- Repair of sand fall zone areas in playgrounds
- Repair of earth berms
- Planting of approved trees and shrubs
- New landscaping (limited)
- Landscape maintenance
- Installation of outdoor benches and tables
- Service projects requiring labor only

The following list of proposed volunteer projects is prohibited by MPS. This list is not inclusive of all projects that may be prohibited.

Prohibited Volunteer Projects

- Shades and Ramadas
- Concrete, block, brick, electrical, plumbing and special system installation or repair projects
- Chain link, wrought iron, masonry and/or brick fencing installation or repair projects
- Sprinkler and drip system installation
- Painting of buildings (see painting project guidelines)
- Paint striping of concrete or asphalt surfaces (see painting project guidelines)
- Painting projects that require Oil Base Paints
- Projects that require the use of chemicals
- New construction projects (determined by MPS Operations)

NOTE: Any cost incurred by District Operations as a result of repairing unacceptable work shall be the responsibility of the responsible party or the school at which the work was performed.

MPS GROUNDS DEPARTMENT

SUGGESTED TREE LIST

Ash: Arizona, Modesto, Fantex, Shamel
Acacia Mulga
Canary Island Pine
Chilean Mesquite
Chaste Tree (Vitex)
Chinese Evergreen Elm
Chinese Pistache
Desert Museum Palo Verde
Desert Willow
Elderica Pine
Evergreen Bird of Paradise
Evergreen Pear
Ficus Natida
Flowering Pear (Bradford/Aristocrat)
Fruitless Olive
Heritage/Southern Live Oak
Jacaranda
Mastic (Pistacia Lentiscus)
Orchid Tree (Bauhinia)
Ornamental Pear
Purple Leaf Plum
Red Leaf Plum
Red Push Chinese Pistache
Sissoo
Texas Mountain Laurel
Tipuana Tipu
Willow Acacia

PROHIBITED TREES

Bottle Trees
Chinaberry
Citrus - ANY
Fruit bearing trees - Fig, Peach, Apricot, etc.
Eucalyptus - ANY
Mesquites other than Chilean
Mulberry
Palms: California Fan, Date Palm, Mediterranean Fan, Mexican Fan
Olive - ANY fruit bearing
Shoestring Acacias

Painting Project Guidelines

General

All painting projects shall receive prior approval from District Operations.

All contractors involved in the work shall be required to fill out a contractor information form and receive prior approval from District Operations for their involvement in the project.

Prohibited Projects for Volunteers:

Painting kitchens, restrooms, metal surfaces, varnishing wood surfaces, and striping concrete surfaces is limited to District Operations personnel or District Operations approved contractors.

Product Data

District approved colors and materials shall be used for all projects.

User shall submit manufacturer's recommendations for use of the product and SDS ([Material] Safety Data Sheets) to District Operations.

District Approved Paint Manufacturers

Dunn-Edwards Corporation (Arizona Representative: Wade Gresham, 480-694-3624).

www.dunnedwards.com

Sherwin Williams (Arizona Representative: Josh Birmingham, 480-833-2976) www.sherwin-williams.com

All other paint products are subject to compliance with District specifications and Operations approval.

Storage of Product

In no case shall the amount of material stored on site exceed the amount necessary for the project. If paint must be stored on site overnight it shall be stored in an approved secure area.

Supervision

All painting projects shall have competent adult supervision on site.

Conditions

Do not apply exterior paint in damp or rainy weather or until after the surface has dried thoroughly from the effects of such weather.

Oil Base Paints

Use of oil base paints requires a qualified licensed commercial contractor perform the work or that the contractor accept responsibility for work performed by volunteers. (*Individuals under the age of eighteen are prohibited from working with oil base paints on district property*).

Surface Preparation

Surfaces to be painted shall be thoroughly dry and free of dirt, dust, rust, scale, mildew, wax, grease, oil, deteriorated substrates, and foreign matter prior to paint application.

Application

Apply products to achieve manufacturer's printed specifications.

Apply each coat of paint evenly and comply with the manufacturer's drying time before applying additional coats.

Apply all coatings without thinning.

Finished coats shall be uniform, free from runs or sages, and match approved color, texture and coverage.

Protection

Provide "Wet-Paint" signs and other barricades to protect wet surfaces and warn others of wet paint. Protect adjacent surfaces with drop cloths or other suitable coverings while painting is in progress.

Interior applications shall be applied only when the temperature is 65° or greater.

Provide adequate ventilation at all times so the humidity cannot rise above the dew point of the coldest surface to be painted.

Inspections

Operations personnel reserve the right to inspect the site at any given time throughout the project and upon completion, shall perform a final inspection.

Any discrepancies and/or clean up shall be the responsibility of the person in charge or the school at which the project was performed.

If any deficiencies are not corrected within the time period stipulated by District Operations, quotes shall be obtained from a separate contractor for repairs or clean-up and the responsible party or school shall be responsible for that expense.



Project Volunteer/Contractor Information Form

Signing of this form indicates that the submitting party has read, understands, and agrees to all guidelines, policies, procedures, requirements, and stipulations within this document.

Licensed commercial contractors are required to perform work on school district property for projects that have an estimated value of \$1,000.00 or more, regardless of donated labor and material.

Date Submitted: _____ Contact Person: _____

Email: _____ Phone #: _____

Project Location/School: _____

Name of Volunteers: _____

Estimated Value of Project: _____

Commercial Contractor (if applicable): _____ ROC#: _____

Project Start Date: _____ Project Completion Date: _____

Project Description:

School/Site Administrator Approval

Date

Print Name

FOR OPERATIONS USE ONLY

MPS Operations Director/Supervisor

Date

MPS Operations Project Manager

Date

Once filled out, please email this form to Kimberly Hale at klhale@mpsaz.org
You will be contacted by Operations upon approval/denial of request. Call 480-472-6144 for questions.