

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

BULLETIN NO. 87 (Rev.)
March 24, 2004

SUBJECT: A & I REQUEST PROCEDURES

- I. Definitions
- II. Procedures

This revision replaces the bulletin of the same number issued September 22, 1999. The content has been revised to reflect changes in procedure.

I. DEFINITIONS

A. Alterations and Improvement (A & I)

Refers to work done on school district facilities for the purpose of changing or improving their function, or providing something new of minor proportions any of which will increase the capital value of facilities.

B. Maintenance Work

Refers to work consisting of repairing, replacing or painting of existing school district facilities.

II. PROCEDURE

A. Division of Adult and Career Education (DACE) A & I requests are prioritized annually by the School Facilities Operations Unit.

B. Job estimates are to be provided for each A & I request. The estimates can be obtained from the local Maintenance & Operations, Complex Project Manager.

1. A & I estimates may be requested over the telephone by the school's principal or principal's appointee.
2. Complete Attachment A with the estimate provided by the Maintenance & Operations Complex Project Manager.

- C. Schools are required to submit all A & I requests (Attachment A) and project cost estimates from Maintenance & Operations to School Facilities Operations Unit, 333 South Beaudry Avenue, 18th Floor, Room 179.
1. If more than one request is submitted, priority is to be indicated.
 2. A comprehensive description and/or drawing is to be included with each request.
 3. Deadline for submitting A & I requests for the current fiscal year is April 30. Any A & I requests received after April 30, will be considered for the following school year.
 4. A & I job tickets will be requested “only” by the School Facilities Operations Unit pending:
 - a. A & I requests being approved by School Facilities Operations Unit.
 - b. The availability of A & I funds for the current fiscal year.
- D. Priority consideration will be given based on the following order:
1. Safety, security, health.
 2. Instructional/educational benefit or need.
 3. Support service need.

For assistance, please call Tony Arellano, Administrative Specialist, School Facilities Operations Unit, at (213) 241-3173.

APPROVED: Santiago Jackson, Assistant Superintendent

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Division of Adult and Career Education

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education
INTEROFFICE CORRESPONDENCE

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ATTACHMENT A

TO: Tony Arellano
Adult Education Administrative Specialist
School Facilities Operations Unit

DATE:

FROM: _____
Principal/Administrator

School Site

SUBJECT: REQUEST FOR ALTERATIONS AND IMPROVEMENT
(ONE REQUEST PER SHEET)

The following A & I is requested at _____

DESCRIPTION: _____

ESTIMATE _____ BY CPM _____ M & O DISTRICT _____

PRIORITY (if more than one request is submitted at this time):

1 2 3 4 5

Do not write in this space

SCHOOL FACILITIES OPERATIONS UNIT

APPROVED () NOT APPROVED ()