



DPS Maintenance Services

Guidelines for School-Based Buildings and Grounds Maintenance and Improvement Projects

Adequate maintenance of school buildings and grounds in the Durham Public Schools is an issue of importance to students, parents, and school system staff. Well-maintained school facilities are an indication of the importance of quality public education to our community. Poorly maintained schools cause students to take less ownership and pride in their environment and can lead to increased acts of vandalism and reduced academic performance for some students. The school system welcomes the opportunity to include school-based volunteers in our efforts to enhance and improve the maintenance of school buildings and grounds.

Purpose of Program

The purpose of the school-based maintenance and improvement program is to provide individuals an opportunity to participate in buildings and grounds improvements at the school(s) of their choice thereby improving school facilities for students and staff and with cost savings to the taxpayers and citizens of Durham.

Program Outline

The program will be implemented in accordance with the following basic guidelines and parameters:

1. Volunteers and/or volunteer groups may apply for approval to perform a specific maintenance project at any school. Applications are required for all projects. Applications which include requests for funding will be considered on a first-come, first-served basis. Application forms may be obtained by contacting Durham Public Schools Maintenance Services or on website.
2. Project applications must include the name of the school staff designee who will coordinate the volunteer work and the signature of the school principal indicating his/her approval of the proposed project.
3. Responsibility for review and approval of project applications resides with the Executive Director of Maintenance Services. An appeal process may be developed and implemented as needed.
4. Projects that have significant potential to place volunteers or staff at risk of injury may be disapproved for safety reasons.
5. Funding for materials and supplies should be included by the applicant. Any supplemental funds provided by Maintenance Services are done so based solely on availability.

6. Applications for projects that require funding from the DPS building program must state the exact amount of funding requested and the source(s) of other funding to meet the total funding needs to complete the project.
7. Approved projects will be assigned to a Maintenance Services staff worker who will serve as the project manager/contact person for the school coordinator and principal while the project is underway.
8. At the completion of the project (prior to student use, where applicable), the school coordinator or school principal will contact the assigned project manager to request a site visit to determine if the project is acceptable and complete.
9. Two (2) operations and maintenance manuals and manufacturer's warranties for all products shall be submitted to the project manager upon acceptance of the project.
10. Upon acceptance at completion, all products, materials and completed projects become the property of Durham Public Schools.

**APPLICATION AND PROPOSAL FOR A VOLUNTEER
BUILDINGS AND GROUNDS MAINTENANCE AND IMPROVEMENT PROJECT
Durham Public Schools**

Complete and return this form to the following address:

Maintenance Services
Durham Public Schools
2011 Hamlin Road
Durham, North Carolina 27704
(919) 560-3827

A. Date of Application:

B. School:

C. Supporting Volunteer Group (If an organized group, indicate group name, for example – PTA, etc. If individuals, please name the school staff designee who will coordinate this project with the school principal.)

Part 1. Brief Project Description:

Part 2. Summary of Costs and Funding Source(s)

<u>Costs</u>	<u>Local School</u>	<u>DPS Maint.</u>	<u>Totals</u>
Design Services	_____	_____	_____
Construction Services	_____	_____	_____
Supplies/Materials	_____	_____	_____
Equipment	_____	_____	_____
Labor	_____	_____	_____
Other Costs (Describe)	_____	_____	_____
Totals			

Part 3. Product Information – Describe products to be used and/or equipment to be purchased, etc. (Provide product/equipment specifications, if available. Attach additional sheets, if necessary.)

Part 4. Contractual Services – Identify any contractors proposed to perform the work. Include their North Carolina Contractors’ license number(s), if available.

Part 5. Insurance – Attach a copy of liability insurance certificate(s) showing coverage currently in force for all licensed contractors.

Part 6. Architectural and/or Engineering Work – Identify proposed architects and/or engineers involved in the project design, if any.

Part 7. Indemnification Agreement – Individuals performing volunteer work must sign an indemnification agreement provided by the school system before beginning any work on the school site.

Part 8. APPROVALS – Principal’s signature verifies approval of the proposed project and certifies that all required local (school) funds for this project are available.

(Principal) Date _____

(Executive Director of Maintenance Services) Date _____

Project Number Assigned _____ Funding Approved (\$) _____

Project Manager _____

Legal References:
Board Policy 2030 – Gifts and Bequests

**State of North Carolina
Durham Public Schools**

AGREEMENT BETWEEN _____ AND THE DURHAM PUBLIC SCHOOLS
BOARD OF EDUCATION

This agreement executed on the ____ day of _____, ____ by _____
in Durham, North Carolina, and the Durham Public Schools (DPS), Durham, North Carolina.

RECITALS

1. In an effort to improve the physical condition of the buildings and grounds at _____
School, the undersigned designee(s) have agreed to perform the following services:
2. Services rendered under this agreement shall be performed in strict compliance with all applicable federal, state and local laws, regulations and policies, including policies of the Durham Public Schools Board of Education, and shall be subject to the final approval of the Durham Public Schools Board of Education or its designees.

RELEASE

3. In consideration of the mutual promises contained herein, the sufficiency of which are acknowledged by DPS and the designee(s), and in further consideration of the benefit to DPS and PTA arising out of improvement to _____ School by the completion of the above specified project, the undersigned volunteers release and discharge DPS from all claims, demands and courses of action with respect to personal injury or property damage sustained by the volunteers or its agents which may arise as a result of the volunteers' participation in the completion of the project.

HOLD HARMLESS

4. As additional consideration for the foregoing Release, DPS agrees to indemnify and hold harmless the designee, their legal representatives, and assigns, against loss from any and all claims, demands, and actions at law or in equity that there may hereafter at any time be made or brought by a third party or anyone on behalf of any third party for the purpose of enforcing a claim for damage, on account of an injury or property damage sustained by a third party in consequence of the volunteers' activity in accomplishing the above defined project.

In witness whereof, DPS and the designee(s) have executed this agreement on the day and year written on page one.

_____	Date _____
Designee for the Durham Public Schools	
_____	Date _____
Staff and Volunteer Designee	
_____	Date _____
School Principal	

(Attach a listing of all volunteers who will be performing work on school grounds in conjunction with this project.)