



Facility/Maintenance Department  
14015 62<sup>nd</sup> Avenue NW  
Gig Harbor, WA 98332  
253 530-3800 phone; 253 530-3820 fax [www.psd401.net](http://www.psd401.net)

Dear Volunteers and Building Principals:

The Peninsula School District appreciates the pride our community has exhibited in our facilities and school grounds, evidenced by the passage of bonds and levies. We are grateful our students, parents and the community want to help support school improvement projects. Our goal is to continue to:

- Provide safe working conditions for volunteers
- Meet State and local code requirements
- Meet public school safety standards

In order to meet these goals, prior approval of all school projects, including volunteer projects are necessary. The attached "Application for Approval of Volunteer Projects" is intended to provide the information needed by the District to comply with the above requirements.

Dependent upon the complexity of the project, building permits may need to be secured, compliance with state and local building codes may need to be evaluated, and/or District personnel may need to be assigned to supervise the project.

In order to assist us in expediting the approval of your project or activity, please submit the application with enough time to allow for these contingencies and to procure the Facility Director's approval. If additional information is needed, the approval time may be extended. If the project requires District supervision, the Facilities Department will need a minimum of two weeks after the application is approved to assign a supervisor.

Thank you for your help and cooperation.

Sincerely,

Karen Andersen  
Chief Financial Officer



**APPLICATION FOR APPROVAL OF VOLUNTEER FACILITY & GROUNDS  
IMPROVEMENT PROJECTS**

Date: \_\_\_\_\_ Building: \_\_\_\_\_

Volunteer Person or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

Activity Date (s): \_\_\_\_\_ Estimated # of Participants: \_\_\_\_\_

Start Time: \_\_\_\_\_ AM \_\_\_\_\_ PM End Time: \_\_\_\_\_ AM \_\_\_\_\_ PM

Proposed project (include a complete scope of the project and details of specific activities and location): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe equipment & machinery which will be used in completing the project. Include whether District equipment or personally/professionally owned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other materials/supplies which will be furnished by Volunteer/Volunteer Group: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested By: \_\_\_\_\_  
Volunteer Representative Building Principal Signature

Foreman Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Foreman Signature \_\_\_\_\_

Bargaining Unit Reviewed: \_\_\_\_\_

Facilities Director: Approved \_\_\_\_\_ Need More Information \_\_\_\_\_ Not Approved \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Patrick Gillespie, Director of Facilities

\_\_\_\_\_  
Date