



Superintendent's Circular

School Year 2013-2014

NUMBER:
FMT-17

DATE:
April 14, 2014

FACILITIES VOLUNTEER PROJECTS

Boston Public Schools' (BPS) Facilities Management Department is supportive of leveraging community resources and engaging the services of volunteer organizations to perform improvement projects at school sites. To ensure your volunteer project complies with all BPS and City of Boston rules and regulations and that it is the most successful project possible, please follow these simple policies and procedures.

Policy

All facilities related work conducted at a school site (inside or outside of the school) must be approved by the Facilities Management Department and all applicable volunteer project documents must be submitted and approved at least two weeks prior to work commencing.

All materials and equipment shall be furnished by the Volunteer Organization unless otherwise agreed upon, and will conform to the standards of Boston Public Schools/Facilities Management. In addition, the cost of custodial overtime (see BPS Circular FMT-05), will be the responsibility of the Volunteer Organization and must be paid prior to work commencing, unless prior arrangements have been made with the Director of Facilities Management.

Implementation

Project Forms:

The following two (2) project permits, as well as the volunteer waiver (to be signed by all volunteers), are required for any volunteer project taking place on BPS property to ensure the safety of all volunteers:

1. *Volunteer Project Permit*
2. *Building Permit (Form A)*
3. *Volunteer Release of Liability and Indemnity Contract*

Both permits should be sent to Facilities Management at least two weeks prior to work commencing. Volunteers must sign the Release of Liability before beginning work, and it must be submitted on the next business day. Forms can be submitted by e-mailing facilities-volunteer@bostonpublicschools.org, or faxing (617) 635-9252.

Project Walk-through:

The school leadership or volunteer organization project coordinator must arrange a meeting and site walk through with the Headmaster/Principal, Sr. Custodian, Area Manager, and A & R Supervisor to discuss proposed projects for approval by the Director of Facilities Management. Contact Facilities Management about your project and to schedule a walk through by emailing: facilities-volunteer@bostonpublicschools.org

Project Review/Approval:

Once all project permits have been submitted and a walkthrough of the site has taken place, permits will be reviewed by the Director/Assistant Director of Facilities Management. Facilities Management will inform the school and volunteer project coordinator if the project has been approved. Facilities Management will also inform the school's Area Manager, Alterations & Repairs Supervisor and Building Services of the project.

Volunteer Project Opportunities

Safety of the volunteers is the highest priority in evaluating any project request. There are many infrastructure, cleaning and beautification projects that can be effectively completed by volunteers. Please refer to the list below when brainstorming project ideas for your site.

Exterior Projects

Dos

- Landscaping, pruning, planting shrubs, flowers or trees (Approved by BPS Landscape Consultant, Neil McCarthy, 978-580-1759)
- Clean & remove debris from exterior grounds
- Construct benches/tables for OUTSIDE USE ONLY
- Refinish existing murals or graphics
- Create new murals (Approved by Director of Facilities)
- Spread mulch, stone dust
- Paint galvanized fence (no scraping)
- Paint existing previously painted surfaces to a height no greater than 12-feet above floor level (Approved by Director of Facilities)
- Build outdoor learning spaces such as vegetable gardens (Approved by Director of Facilities)

Don'ts

- No scraping and refinishing of iron fences (lead paint)
- No painting of natural or factory finished surfaces
- No construction of any type on the site or with regards to the building structure without the Director of Facilities written approval
- No replacement of any finished surface without the Director of Facilities written approval
- No structural work on fences

Interior Projects

Dos

- Refinish existing murals
- Create new murals (Approved by Director of Facilities)
- Cleaning out or re-arrangement of closets, storage areas, various rooms, etc.
- Install bulletin or dry erase marker boards that are already on site (max size 3' x 4')
- Painting to a height no greater than 12-feet above floor level and ONLY during school vacations (Approved by Director of Facilities)
- Using "whiteboard paint" with proper surface prep, and a minimum of three (3) days to dry

Don'ts

- No painting with only one (1) day to dry/aerate, three (3) days for "whiteboard paint"
- No construction without the Director of Facilities approval
- No building of benches or tables without the Director of Facilities approval
- No replacement of any factory finished surfaces without the Director of Facilities approval

For more information about this circular, contact:

Name:	Khadijah Brown
Department:	Facilities Management
Mailing Address:	26 Court Street – 2 nd Floor, Boston, MA 02108
Phone:	617-635-9117
Fax:	617-635-9252
E-mail:	kjbrown@bostonpublicschools.org or facilities-volunteer@bostonpublicschools.org

John P. McDonough, Interim Superintendent

**Boston Public Schools - Facilities Management
Volunteer Project Permit**

School Name

Event Date & Hours

Headmaster/Principal

Headmaster/Principal Email

School Telephone #

Volunteer Organization Name

Volunteer Organization Telephone #

of Volunteers expected at event

Volunteer Coordinator Name

Volunteer Coordinator Email & Telephone #

Project Details:

(Please describe the project(s) being proposed, including support needed from Facilities, if any, for the project to be completed)

Cost for Custodial Overtime to be paid by the: (see BPS Circular FMT-05)

Volunteer Organization School Facilities Management

To Be Completed by Facilities Management

A project walkthrough and all documents and permits have been completed and approved:

Building Permit Volunteer Project Permit Walkthrough Additional Project Documents

Approved:

Khadijah J. Brown, Director

Robert Harrington, Assistant Director

Anthony Pomella, Assistant Director

Paul Wood, Assistant Director

Cc: _____
Area Manager

_____ Alteration & Repairs Supervisor

_____ Building Services

FM FORM A

BOSTON PUBLIC SCHOOLS
Facilities Management Building Permit



Date: _____

APPLICATIONS ARE DUE AT LEAST TWO WEEKS IN ADVANCE OF THE EVENT. THIS INCLUDES APPLICATIONS FOR ALL BOSTON PUBLIC SCHOOL EVENTS AND ACTIVITIES.

The undersigned hereby makes application on behalf of _____
for permission to occupy one of the below:

26 COURT STREET:	CAMPBELL RESOURCE CENTER	SCHOOL (please fill in the name of the school in this box)	
<input type="checkbox"/> Winter Chambers <input type="checkbox"/> 1 st Fl. Conference Room	<input type="checkbox"/> Large Conference Room <input type="checkbox"/> Small Conference Room	<input type="checkbox"/> Auditorium <input type="checkbox"/> Cafeteria	<input type="checkbox"/> Classroom(s)# <input type="checkbox"/> Other:

ON _____
Day of the week Month Date Year

Permit Hours: from: _____ am or pm until _____ am or pm
(Hours must include the time that you want to enter and exit the building, not the time of the event.)

Custodian Hours: from: _____ am or pm until _____ am or pm
(To be determined by the Department of Facilities Management)

For the following purpose (please describe fully): _____

Number of people expected at this event: _____ Will food/refreshments be served? _____

Charge for admission \$ _____ If admission is charged, proceeds will be donated to: _____

Signature of Building Permit Applicant:* _____

PRINT NAME: _____

ORGANIZATION: _____

FULL ADDRESS: _____

PHONE: _____ FAX: _____

<p>Department of Facilities Management 26 Court Street, 2nd Floor</p> <p>Boston, MA 02108 (617) 635-9163 Fax (617) 635-9306</p> <p>Approved by: _____</p> <p>Date: _____</p> <p><small>(This box is for Dept. of Facilities Management use only.)</small></p>

*With your signature, you agree that you are obligated to clean the space before you leave so that it's ready to be used by others. If you do not, your organization may be charged additional custodial and/or other fees and may lose the privilege of using any Boston Public Schools facility in the future. With your signature you also agree to the terms and conditions on page two of this document.

Principal/Headmaster Signature (confirming that space is available):

Please note: If schools are closed due to inclement weather or other emergencies, all permits are cancelled. Please read the terms and conditions on page 2.

Facilities Management Building Permit Terms and Conditions

- **Responsibility for Use:** The applicant assumes full responsibility for any damage to, or loss of, city property as consequence of such use of the above described accommodations, and engages to make the same good without the expense to the city. The undersigned further agrees to pay the charge for the light, heat, custodians, security and other service as required.
- **Licenses:** In addition to the permit required by the regulations of the School Committee, a further license under the provisions of Chapter 348 of the Special Acts of 1915 must be obtained by application to the Mayor, and payment of the required fee must be made, for any exhibition or entertainment to which an admission fee is charged. No such license is required for entertainment provided in school buildings by or for the benefit of the pupils thereof, and under the supervision of the Principal/Headmaster.
- **Police Attendance:** If there is to be a charge for admission, the person to whom the permit is issued must make provisions for police attendance.
- **Time for Filing Applications:** Applications must be filed and all charges paid at least two weeks in advance of the time when the use of the accommodation is desired. No definite or final reservations are made until all charges have been paid.
- **Winter Chambers:** The location and focus of TV lights in Winter Chambers must not be altered. Violations will jeopardize future use.
- **Food and Beverage Policy:** According to state law, alcoholic beverages are not allowed in public school buildings. Consumption of food and/or beverages is not permitted in the auditorium or conference rooms. Smoking is not permitted in any school building.
- **Payment:** Billing information must be included with the permit application. Payment is due no later than two weeks prior to the event, by Certified Checks and/or Money Orders. Checks must be made out to the Boston Public Schools, and submitted to the Facilities Management Department directly.

VOLUNTEER RELEASE OF LIABILITY AND INDEMNITY CONTRACT

The undersigned volunteer ("Volunteer") in consideration for permission to act as a volunteer for the Boston Public Schools ("BPS"), hereby acknowledges and agrees to the following:

1. Volunteer Relationship: Volunteer has expressed an interest in providing services, as needed, to the BPS on a voluntary basis. This Release and Agreement will apply to all events or activities at which the BPS permits Volunteer to provide voluntary services. Volunteer hereby acknowledges Volunteer's desire to volunteer services to the BPS for civic, charitable and/or humanitarian reasons. Volunteer understands and agrees that as a volunteer, Volunteer is not an employee, partner, agent, representative or contractor of the BPS under federal, state and/or local law or regulations. Volunteer also understands and agrees that because Volunteer is donating services to the BPS for altruistic reasons: (i) Volunteer has no expectation of any compensation, pay fee or benefits for the services; (ii) entitled; (iii) the BPS has not promised Volunteer any compensation for services as a volunteer; and (iv) the BPS has not promised or suggested that Volunteer will receive any employment opportunities or greater consideration for any future employment opportunities, as a result of the volunteer service. Volunteer agrees that if at any time Volunteer believes that Volunteer should be compensated for the services, or that Volunteer is acting as an employee rather than as a volunteer, Volunteer will immediately notify the BPS of this belief in writing.
2. Waiver and Liability and Release: Volunteer assumes all risks of injury to Volunteer's person and damage to Volunteer's property arising from the services provided as a BPS volunteer, the use of provided facilities and equipment, and participation in related activities. Volunteer further releases, discharges and holds harmless, for Volunteer and Volunteer's heirs, administrators, executors and assigns, the BPS, its directors, officers, employees, agents, administrators, insurers, successors and assigns, and any facility used for a BPS activity, and the facility's members, medical volunteers, directors, committees, agents, and employees, from all liability and claims of any and every kind and nature, whether arising out of negligence or otherwise, for any injuries, including physical injury and loss of or damage to property, including but not limited to theft, loss, negligence, invasion of privacy, fire or other acts, and Volunteer hereby waives all current and future claims, whether or not known and whether or not foreseeable, against such parties arising from any loss, damage or injury to Volunteer's person and property arising from the services as a BPS volunteer, Volunteer's attendance at any BPS event or activity, the use of provided facilities and equipment, and participation in activities.
3. Indemnification: Volunteer agrees to indemnify, hold harmless and defend, to the fullest extent permitted by law, the BPS, its directors, officers, employees, agents, administrators, insurers, successors and assigns from and against any and all demands, claims, liabilities, suits, causes of action, judgments, damages, losses, penalties, and/or expenses of any kind or nature whatsoever, including attorneys' fees, arising or resulting from, directly or indirectly, Volunteer's performance of volunteer services hereunder, however caused and regardless of any actions or omissions of the BPS.

I acknowledge that I have read and fully understand the terms and conditions of the foregoing Release and Agreement and agree and will comply with the same.

Name of Volunteer: _____

Signature: _____

Date: _____

