



Detroit Public Schools Community District – Division of Operations

Guidelines for Facilities Related Volunteer Work and Facilities Donations

Thank you for your donation of your time, resources, and attention which will elevate our students' academic experience. Please know that we appreciate your efforts, and your donations will be fully utilized.

DPSCD is committed to placing commercial quality play sets at our schools made of durable materials such as steel, concrete, powder coated metals, and/or durable plastic. Any item that requires ground installation must have MISS DIG approval to verify underground utilities prior to installation.

Approval Process for Play Areas	Volunteer Guidelines and Approval Process
<p><u>Develop and submit the following:</u></p> <ul style="list-style-type: none"> a. The name of your organization along with a brief history, team / contact person and phone and/or email address. b. A written description and plans of the items to be donated <ul style="list-style-type: none"> i. <u>Examples of what to include in your plans:</u> <ul style="list-style-type: none"> a. Pictures / Catalog cuts b. Site plans / Models c. A schedule and date of installation along with the contact information of the entity providing the installation. <ul style="list-style-type: none"> i. If a community or private entity is to be involved in the installation, a qualified, District approved installation company must be onsite and manage the construction/installation. <p>District approved play equipment vendors are <i>PlayWorld, Midstates, and Landscape Structures.</i></p>	<p><u>Develop and submit the following:</u></p> <ul style="list-style-type: none"> a. Scope of work including: <ul style="list-style-type: none"> i. Description of work, location, duration, material/equipment list, SDS (if applicable), sketches/drawings, safety precautions, PPE, DPSCD requirements (power, building access, water, environmental services, etc.) b. License requirements c. Insurance d. Permits e. Liability waiver f. Passing vendor checklist g. Designated building sign-off from the Division of Operations and the Risk Management Department. <p><u>Allowed Work</u> - Work allowed for general volunteers is centered around outdoor building/school beautification.</p> <p><u>Prohibited Work:</u> Prohibitive work includes anything that involves any structural or appearance modification(s) within the building or its exterior.</p>

Communications
<p><u>For play area donations, all submissions should be sent to:</u> Carol Dargin, Executive Director of Facilities carol.dargin@detroitk12.org George Vary, Director of Grounds george.vary@detroitk12.org</p> <p><u>For volunteer work, all submissions should be sent to:</u> Carol Dargin, Executive Director of Facilities carol.dargin@detroitk12.org</p> <p>Once these items are submitted, our office will respond with a written approval or communicate any necessary modifications needed for approval.</p>