

Greater Albany SD 8J
Administrative Regulation

Code: **KH-AR**
Adopted: 4/28/97
Revised: 3/12/01, 8/13/07,
6/23/08
Orig. Code(s): AR 8700,
AR 8700-A

Volunteer Construction Projects

Volunteer groups sponsoring the construction or remodeling of district facilities shall meet the following expectations:

1. All projects must be a) reviewed by the district physical plant director, or b) endorsed by the principal or site supervisor, and c) endorsed by the business director prior to presentation to the superintendent or Board;
2. Written district construction standards as defined by the district physical plant director shall be met and included in the planning process as part of the project proposal. An estimate of future maintenance costs shall be included in the proposal;
3. All projects under \$5,000 must be approved by the superintendent or designee. All projects over \$5,000 must first be approved by the superintendent and then be approved by the Board;
4. Plans which provide information on the methods of construction, products and materials to be used, and equipment to be installed shall be provided to the district physical plant director. Said plans will be provided prior to the work beginning on the project;
5. Local and state building codes must be met;
6. ADA requirements must be met;
7. The fire marshal must approve the plans and procedures;
8. All permits, including the conditional use permit, the building permit, the electrical permit, the plumbing permit and the mechanical permit must be secured by the volunteer group;
9. Safe working practices must be used in the construction. This includes keeping the construction area clean and safe;
10. All volunteers, both firms and individuals, must sign a Volunteer Construction Projects Worker agreement form with the district prior to being allowed to work on the project. Businesses volunteering may submit a certificate of insurance in lieu of signing a waiver/hold harmless form;
11. A person must be designated by the sponsoring group as the overseer of the project;
12. Inspections must be requested in a timely manner and construction cannot proceed when not authorized by the proper inspectors;
13. Although the district will not directly supervise projects, the responsible group or individual will meet with the district physical plant director regularly to insure district expectations are being met;
14. The volunteer group must assure the district of a reasonable expectation of funds to complete a phase of a project before beginning that phase;
15. The Board will be regularly apprised of progress on the project.

The district reserves the right to delay or cancel a project if deemed necessary. Upon completion, the project may not be used or otherwise occupied until it has been inspected by the district and/or other local regulatory authorities.

Volunteer Construction Projects Worker Agreement Form

I, _____, do hereby represent to the Greater Albany Public School District 8J (GAPS) that I am volunteering to work on the _____ project at _____ school.

I understand that there are risks associated with working on this construction project, and hereby acknowledge that I accept these risks. I agree to hold GAPS harmless from any and all damages that result from my work on this project. I further agree to release GAPS from any and all liability for any acts that may cause injury to me while working on this project.

The purpose of this waiver is to help protect the assets and the finances of the school district should I be injured while working on this project. I understand that GAPS will not allow any volunteers to work on any construction project without first signing this waiver.

I am aware that if I am under 18 years of age, my parent or guardian¹ must also sign this form.

I have entered into this agreement freely and voluntarily.

Date _____

Signature _____

Printed Name _____

Signature of Parent or Guardian _____
(Necessary for volunteer construction workers who are under 18 years of age)

¹As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student whom rights have transferred and foster parent as defined in OAR 581-015-0005(18).