



**Facilities Department – Real Estate Office  
San Francisco Unified School District**

135 Van Ness Avenue Rm 116  
San Francisco, CA 94102  
Phone: (415)241-6090 Fax: (415)241-6552

**Instructions for Site Improvement Permit (with volunteers)**

**An approved Permit from the District’s Real Estate Office is required for any improvements that will be installed, created or constructed on District property.** The Permit must be completed and signed by the organization performing the work, hereinafter referred to as the “Permittee”.

The complete Permit with all required approvals, signatures, insurance documents, and exhibits approved by Simon Reyes, must be submitted to Cynthia Lam of the Real Estate Office (via e-mail: tamc@sfusd.edu) for review and **final approval at least 20 business days prior to the first requested start date.** The following documents must be included in the complete permit packet.

Incomplete Permits will not be accepted and will be returned to the Permittee.

To Do Items:

- 1. Revocable Permit to Enter and Use Property:** Completed and signed by Permittee. Permittee must type in the responses. Please do not fill out the form by hand (expect the authorized signature section).
- 2. Exhibit A:** Site plan that shows the location of the Permit Area. Please contact Simon Reyes (District’s architect at e-mail: reyes@sfusd.edu or tel: 415-355-6979) if Permittee has any questions, comments and/or concerns regarding the site plan. Written approval from Simon is required.
- 3. Exhibit B:** Description of the scope of work and specifications for the project. Please contact Simon Reyes (District’s architect at e-mail: reyes@sfusd.edu or tel: 415-355-6979) if Permittee has any questions, comments and/or concerns regarding the scope of work and specifications. Written approval from Simon is required.
- 4. Exhibit C:** An itemization (labor and materials costs) and source of funding for the project. Written approval from Simon is required.
- 5. Exhibit D:** Certificate(s) of Insurance and an additional insured endorsement form, naming the District, its Board, officers and employees as additional insured, as required per the permit. Please refer to the insurance section of the permit for more information.
- 6. Volunteer waiver form.** Permittee shall cause each of its volunteers to execute this Volunteer Liability Release and Hold Harmless Agreement. Permittee shall maintain all such agreements for four years after the Permit’s expiration, and produce such forms upon District request.
- 7. Letter of Consent:** A Letter of Consent from the Site Principal authorizing this project.