

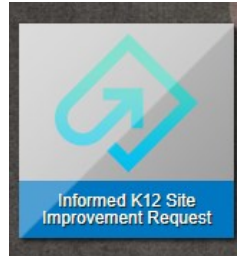
Site Improvement Request (SIR) Quick Reference Guide

Submit a Site Improvement Request when requesting improvements, modifications, additions, removals or changes in space.

How To Submit

- 1 Locate the Site Improvement Request form in the myLBUSD Portal.

Enter your Name and Email Address to start the form.



Site Improvement Request

YOUR FULL NAME / SU NOMBRE COMPLETO

YOUR EMAIL / SU CORREO ELECTRÓNICO

Enter to receive confirmation of submission.

Go to form / Ir al formulario

- 2 Complete all required fields.

Attach supporting documents, if needed.

Requesting Site/Office is responsible for determining proposed funding source.

REQUESTOR INFORMATION

Select... Select... specify building/room

Requesting Site/Office Location (Site/Bldg/Room) of where work is to be performed:

First Name Last Name

Requestor Name Requestor Title Phone Number

Describe services requested:

If you need additional space, please attach

Proposed Funding Source:

Select...

If other, please specify

Request Approver Date

Site Administrator Date

Level Office Date

- 3 Select Continue.

Select the Administrator who will be approving the request.

Select Send to recipient.

Please select next recipient for Request Administrator

NAME/EMAIL Customize message

Select recipient...

Send to recipient

Add people to notify

You will receive an email confirmation with a link to track your submission.

Questions?

Additional videos and resources are available on the Maintenance website
Contact Maintenance Department at 562-997-7510

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Workflow

Initiator	Completes request details on the form. Sends to administrator to approve scope of request.
Request Approver	Reviews and approves scope of the request. If request approver is not the site administrator, send to site administrator for approval. Otherwise send to Level Office for approval.
Site Administrator, if applicable	Reviews and approves scope of the request. Send to Level Office for approval.
Level Office Approval	Reviews and approves scope of the request. Send to Maintenance for review and estimate.
Maintenance Review and Estimate	Reviews scope. Sends notification to Operational Departments for review. Completes estimate, sends to administrator to confirm funding.
Operational Departments Notification	Facilities, Nutrition, Operations, School Safety, TISB, Transportation. Reviews scope. Contact Maintenance with any concerns or questions.
Funding Administrator	Review estimate. Identify funding source. Send to District Accounting.
District Accounting	Verifies availability of funds, fills in specific account numbers. Send to CBFO.
CBFO	Reviews scope and funding. Send to Maintenance for project execution.
Maintenance Project Execution	Upon receipt, initiates project.