

# Denver Public Schools

DEPARTMENT OF FACILITY MANAGEMENT

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To: Principals and Facility Managers  
From: Trena A. Deane, Interim Executive Director, Facility Management and Use  
Date: April 13, 2007  
Subject: Process Approval for Murals at Facility Sites

**All such facility work must be coordinated and approved by Facility Management.**

**Schools do not have the authority to independently perform alteration, modifications, upgrades or maintenance to their facilities. This includes the painting of murals which may impact maintenance activities.**

**All murals installed by the school must be maintained by the school including any necessary touchup or damage repair**

**Work coordination and approval is required regardless of funding source.**

**Cost for removal and/or repair of unauthorized work will be at the school/site expense.**

Due to the recent number of inquiries regarding installation of murals and the formation of several Mural Clubs, the following procedures are established to ensure the mural itself as well as the installation surface is easily maintainable and that all work is properly approved and coordinated.

Facility requisitions must be submitted to the Facility Management Protective Coatings shop notifying of the intent to install a mural. Self-Help and community programs are still encouraged; this procedure simply means you must have the appropriate approval/coordination first.

**Work Authorization and Approval.** The Executive Director for Facility Management or Designee has been delegated the authority to approve and execute any maintenance, repair or construction work at a DPS facility.

- **Procedures.** *The Facility Manager must submit work request through facility service request system or requisition must be signed by the appropriate approval authority for work to proceed regardless of funding source.* After the requisition is received by the Service Coordination Center (SCC) it will be distributed to the appropriate approval authority and a site visit will be performed to validate the requirement. A decision will then be made by the appropriate authority to approve or disapprove the work. If the work is disapproved, you will be notified within 5 working days of receipt of the requisition and a justification given.
- If facility work occurs **without** this authorization, Facility Management is authorized to remove said work at the customer's (Site-Based manager or Principals) expense, and without the customer's approval.
- **Installation.** All art shall be on mountable panels. Paint is not to be applied directly to wall surface, trim, ceiling areas, floor areas or base.
- If you have any further questions or concerns, please do not hesitate to call Trena Deane at 720-641-7691.