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PLANNING AND CONSTRUCTION CAPITAL IMPROVEMENT PROJECTS (PCD-W003)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction applies to the Planning and Construction Department and describes actions taken throughout the process of conducting a Capital Improvement Project for Sacramento City Unified School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Project Manager

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Planning/TTDto T (ger )J ETEMC -1( 1TEMC /P A MCID 6 BDC 7BT/TT2 1 Tf-0.0006 Tc -0.785 Tw
- Signature \_\_\_\_\_ Date \_\_\_\_\_

5.4.2 Revisions are completed if needed.

5.5 The OT prepares an online requisition in the Escape system and establishes a project file.

5.5.1 The requisition is budget coded in the Escape system and then forwarded to the Budget Department for approval.

5.6 Bid information is submitted per the established bid criteria of the Contracts Office.

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- 5.9 & 5.10 changes to sentence structure
  - addition of 4.5, 4.6, 4.7
  - Rewrite of entire work instruction done.
- Remove 5.8 & 6.1, Clarified 5.10.2 & 7.0

**\*\*\* End of procedure \*\*\***