
APPROVAL PROCESS FOR PERMANENT DISPLAYS (MNO-P029)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 Art in the form of murals, paintings, signs, statues etc. require approval from various offices within the school district before they can be permanently mounted on school district property. This document gives the basic structure of that approval process.

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

2.0 RESPONSIBILITY:

- 2.1 Maintenance and Operations Director or designee
- 2.2 Principal or Director responsible for facility in question

3.0 APPROVAL AUTHORITY:

- 3.1 Maintenance and Operations Director

4.0 DEFINITIONS:

- 4.1 Permanent Display: Any mural, painting, sculpture, or sign which will be fastened on a building surface or installed in the ground. This includes vegetation and reader-boards.
- 4.2 Organization: Any person, department, association, team, or group which initiates a request for the placement of a display on school district property.
- 4.3 Building Administrator: The principal, director, superintendent, or designee who is ultimately responsible for the care of the specific facility in question.
- 4.4 Sustainability: Displays must be constructed and installed such that they are resistant to routine wear and tear in the school, weather, and other environments to which they will be subjected; resistant to vandalism as well as incidental damage to expected surrounding activities. Maintenance and repair of organization sponsored displays, especially art, is not a reasonable expectation of the limited budgets of the Wenatchee School District.
- 4.5 Sunset: The anticipated time and/or rationale for eventual removal of the display. Such reasons can be vandalism, wear and tear, or the simple desire for change.

5.0 PROCEDURE:

- 5.1 This process is written with the understanding that certain displays, specifically art displays, carry a great deal of emotional attachment or nostalgia. Further, no display will last forever and will, regardless of emotional or nostalgic attachment, must be removed due to the desire for change, age, vandalism, or facility changes.
- 5.2 With few exceptions, no murals will be painted directly on building surfaces. All murals will be panelized, which can then be mounted to the wall for easy removal or maintenance. In this way when situations require the removal of a mural, they may be preserved if desired. Murals painted directly on building surfaces do not survive certain maintenance activities, remodels, or facility demolition.
- 5.3 Unless determined otherwise by the superintendent or school board, all costs for the display including building permits, contractor work, and installation materials above \$50 will be born by the organization.

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WENATCHEE SCHOOL DISTRICT

5.4 An organization that has decided to purchase, commission, or create a permanent display, must consult with district administration for approval.

5.4.1 The proposal for a permanent display is presented to the building administrator for evaluation and approval. The building administrator should seek the input of any people or committees or associations deemed appropriate. Approval is dependent upon a minimum of the following criteria:

5.4.1.1 Appropriateness of content and public appeal.

5.4.1.2 Affirmation of a desirable school culture.

5.4.1.3 Desirable aesthetics.

5.4.1.4 Placement to avoid obstruction or distraction.

5.4.2 Once approved by the building administrator, the proposal for a permanent display is presented to the Director of Maintenance and Operations for approval. The Director of Maintenance and Operations should seek the input of all appropriate maintenance workers and health, building, fire or other department officials deemed appropriate. Approval is dependent upon at a minimum the following criteria:

5.4.2.1 Compliance with all applicable building, health, fire and other public safety codes.

5.4.2.2 Sustainability of the proposed construction and mounting of the display. Attached is the approved method of mounting art murals to existing walls.

5.4.2.3 Display does not hamper the ability to perform maintenance or custodial duties in a timely and efficient manner.

5.4.2.3.1 In exceptional circumstances when a mural is allowed directly on a wall or other building surface, only latex paints with no buildup will be used as oil paints cannot be painted over in the future by standard latex wall paints.

5.4.2.4 Method of installation and who is expected to perform the installation. This includes any ancillary work such as electrical.

5.4.3 The organization is made aware of the sunset expectations of the display which includes at a minimum:

5.4.3.1 Damage or vandalism to the display, which is not repaired by the organization, will result in removal of the display, which will be then returned to the organization.

5.4.3.2 A time after which the display can be considered obsolete and ready for removal.

5.5 Once approval of the proposal is granted, plan designs or a mockup of the display should be created for final approval by the building administrator and maintenance director before construction. Art displays will not be approved without a scale mockup being created by the artist for review.

5.6 Creation of the display can commence.

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WENATCHEE SCHOOL DISTRICT

5.7 The organization secures or arranges and pays for any necessary building permits.

5.8 If maintenance and operations is determined to be the installer, a work order is issued well before the display is ready for installation.

5.9 Installation by the approved method and workmen is done under the supervision and final approval of the maintenance director.

6.0 ASSOCIATED DOCUMENTS:

6.1 Work order (See MNO-P001)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
No record retained	N/A	N/A	N/A	N/A

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
07-JUL-07	A	Original Release

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Standard Mural Wall-Mount Design

