

GREENING PARTNERS REFERENCE DOCUMENT LIST

DISCLAIMER - Partner should create a business account on LAUSD Vendor Portal and download the latest reference document listed below from the LAUSD website & other referenced websites when starting projects. Links to be provided by LAUSD. Various documents in this list apply to multiple phases of project construction. LAUSD is not responsible for non-LAUSD hyperlinks. Please notify your LAUSD PM if you identify any broken links.

Document	Location or Link
Administrative	
Reference Documents	
3rd Party Greening Guide	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/3rd_Party_How_To_Guide_20250605.pdf
Development Agreement, board language and exhibits for board execution	N/A
Annual LAUSD Board Calendar	https://www.lausd.org/boe#calendar73805/20250506/month
Green Schoolyards for All Plan April 2024 Update	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/261/community_relations/Green-Schoolyards-For-All-Plan-April-2024-Update.pdf
Greening Project Planning and Design Process Flowchart	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/Greening%20Project%20Planning%20%20Design%20Process%20Workflow_PRINT%2011X17.pdf
IR A-22 Construction Projects and Items Exempt from DSA Review	https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/interpretations_of_regs/IR_A-22.pdf
LAUSD Bench Contractor Information: AOR Bench Designers, including architects, civil engineers, landscape architects Site Assessment Laboratory of Record	Available upon request.
Bulletin 5761: Procedures for Modifications and Additions to District Property Funded by or Performed by a Third Party	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/133/Risk%20Finance%20and%20Insurance/BUL-5761.0.pdf
Forms	
Project Contact List Form	Bluebeam in the interim, until ESO website link is published.
Design	
Reference Documents	
LAUSD Greening projects Design Review Timeline	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/LAUSD_Design_Review_Timeline.docx
AOR Design services Procurement Service and Fee Bid analysis	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/AE_Services_Request_-_Greening_Partner_Projects.xlsx
Instructions for LAUSD Greening Metrics Calculations-R1	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/Instructions_for_LAUSD_Greening_Metrics_Calculations-R1.pdf
LAUSD Greening Metrics Template	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/LAUSD_Greening_Metrics_Template.xlsx
LAUSD Template Greening Diagram Exhibit - Standard (Zip file)	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/Template_ES_Greening_Diagram.pdf
LAUSD Play Station Calculations Template	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/MAIN_TEMPLATE_Play_station_Calcs.xlsx
LAUSD School Garden Play Station DRAFT Guidelines	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/School_Garden_Play_Station_Draft_Guidelines_2024_06_28_-_Partners.pdf
Sample Playground Equipment Submittals	Available upon request.
LAUSD Approved Plant List	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/approved_plant_list_2019.xlsx
Tree Trimming & Removal Procedure	https://www.lausd.org/cms/lib/CA01000043/Centricity/domain/135/cega/LAUSD_TreeTrimmingRemovalProcedure_20240607.pdf
Tree Trimming & Removal Application	https://www.lausd.org/cms/lib/CA01000043/Centricity/domain/135/cega/LAUSD_TreeTrimmingRemovalApplication_20230404.pdf
LA Protected Tree Ordinance	https://streetsla.lacity.org/sites/default/files/protected_tree_ordinance.pdf
Tree Protection Specifications during construction	https://ladbs.org/docs/default-source/publications/information-bulletins/zoning-code/lib---guidelines-and-requirements-for-regulated-trees---final.pdf?sfvrsn=3095de53_9
Greening Project - Stakeholder Questionnaire	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/Greening_Project_-_Stakeholder_Questionnaire.docx
LAUSD Design Recommendations for Third Party Greening Projects	In development, available by request.
LAUSD Specifications- Div 00 - General Conditions	https://www.laschools.org/contractor/cc/fsbiddoc/
LAUSD Specifications - Div 01 thru 33	https://www.laschools.org/documents/?folder_id=219598873
LAUSD Latest School Design Guide	https://www.laschools.org/new-site/asset-management/school-design-guide
LAUSD Standard Technical Drawings/Details	https://www.laschools.org/new-site/asset-management/standard-technical-drawings
Design Phase Substitution Request (11-18-2022)	https://www.laschools.org/new-site/asset-management/substitutions-deviations
LAUSD Design Guidelines and Treatment Approaches for Historic Schools	https://www.lausd.org/cms/lib/CA01000043/Centricity/domain/135/pdf%20files/Final_Design_Guidelines.pdf
Commissioning Policy and Procedures Updated / LAUSD Commissioning Guide	https://mo.laschools.org/policies-procedures/admin/download/?file_id=70007399
Electronic Review Process Guide	https://www.laschools.org/documents/download/asset_management/studies_and_report_s/electronic_review_process/Electronic_Review_Process_Guide_May_2024.pdf?version_id=328123459

LAUSD Purple Pipe Manual (Use of Reclaimed Water for Landscaping Irrigation)	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/purple_pipe_manual_Recycled_Water_Use_Project_Plan_20111206.pdf
CAFM Guidelines (LAUSD space identifier info for drawings)	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/CAFM_Guidelines_030416_.pdf
LAUSD Stormwater Technical Manual	https://www.laschools.org/documents/download/asset_management/studies_and_report/s/post_construction_storm_water_management_plan/Stormwater_Technical_Manual_1_0142019.pdf?version_id=322066123
LAUSD Stormwater Best Management Practices Maintenance and Operations Manual	https://www.laschools.org/documents/download/asset_management/studies_and_report/s/post_construction_storm_water_management_plan/Maintenance_and_Operations_Manual_101019.pdf?version_id=322066125
Guide to School Site Analysis & Development, 2000 Edition	https://www.cde.ca.gov/ls/fa/sf/guideschoolsite.asp
LAUSD requirements on school site analysis - part of design guide	https://www.laschools.org/new-site/asset-management/school-design-guide
Exempt Concurrence - LAUSD review and concurrence, grant requirements will apply.	https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/procedures/PR_14-02.pdf
Construction Projects and Items Exempt from DSA Review	https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/interpretations_of_regs/IR_A-22.pdf
DSA IR-A-32_04-23-19	https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/interpretations_of_regs/IR_A-32_rev_04-23-20.pdf
DSA IR-A-22_2023	https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/interpretations_of_regs/IR_A-22.pdf
DSA 92	https://www.documents.dgs.ca.gov/dgs/fmc/gs/dsa/DSA_92.pdf
DSA 1 RUH	https://www.documents.dgs.ca.gov/dgs/fmc/GS/DSA/DSA_1-RUH.pdf
LAUSD checklist for bid & award package	In development, available by request.
50% Construction Document (CD) & Specifications Submission Reference	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/50_Percent_Specs_ref.pdf
100% Construction Document (CD) & Specifications Submission Reference	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/HUBBARD_LANDSCAPE_SPECS.pdf
Forms	
Preliminary Project Referral Form for OEHS	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/135/Project%20Referral%20Form_20230109.docx
Topographic Survey Checklist	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/GPR_Potholing_and_CCTV_Survey_Checklist-09-08-2021.pdf
DSA Projects: DSA Form 103 List of Required Structural Tests and Special Inspections	Available from the DSA website.
Non-DSA Projects: List of Required Structural Tests & Special Inspections (T&I) form	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/Non-DSA_T_and_I_Sheet_Template.xlsm
OAR Onboarding form	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/OAR_onboarding_checklist_R1_06122025.xlsx
Construction	
Reference Documents	
Construction Close-Out Guide	https://mo.laschools.org/policies-procedures/admin/download/?file_id=70007475
LAUSD Facilities School Maintenance and Operations Repair & Construction Safety Standards	https://mo.laschools.org/policies-procedures/admin/download/?file_id=70007024
FETU Project Completion Site Acceptance / Phase 3 - Asbestos/Lead Project Completion Site Acceptance	https://mo.laschools.org/policies-procedures/admin/download/?file_id=72370695
Job start meeting Agenda	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/Job_Start_Meeting_Agenda_Template_20150618.docx
Partnering meeting Agenda	In development, available by request.
Performance and Safety Evaluation Instructions	https://mo.laschools.org/policies-procedures/admin/download/?file_id=72370745
Recommendation to File a Notice of Completion	https://mo.laschools.org/policies-procedures/admin/download/?file_id=72370752
Recommendations to File a Notice of Contract Completion Fillable Template	https://mo.laschools.org/policies-procedures/admin/download/?file_id=72370752
Certificate of Substantial Completion	https://mo.laschools.org/policies-procedures/admin/download/?file_id=72370728
Non-Conformance Items List	https://mo.laschools.org/policies-procedures/admin/download/?file_id=72370723
Essential Safety Checklist & Certificate of Occupancy / OEHS Certificate of Occupancy	https://mo.laschools.org/policies-procedures/admin/download/?file_id=72370716
Request for Certificate of Substantial Completion	https://mo.laschools.org/policies-procedures/admin/download/?file_id=72370701
Commissioning Policy and Procedures Updated / LAUSD Commissioning Guide	https://mo.laschools.org/policies-procedures/admin/download/?file_id=70007399
Completion Contract Process	https://mo.laschools.org/policies-procedures/admin/download/?file_id=70007389
Substantial_Completion_Request_6.1.15	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/Exhibit_C_Request_for_Certificate_of_S.pdf
Safety Documents	https://www.lausd.org/Page/20984
List of Pre-Qualified Asbestos Abatement Subcontractors (Reference Spec 003126)	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/Approved_Abatement_Contractors_List_20231204.pdf
Forms	
Survey of Existing Site Conditions Form	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1500/Survey_of_Existing_Site_Conditions.xls
Construction Phase Or Equal / Substitution Request Form (12-22-2022)	https://www.laschools.org/new-site/asset-management/substitutions-deviations
LAUSD Inspection Request Form	https://drive.google.com/drive/folders/0B10XOtB2IHDadVd2OU94M0VLdIU?resourcekey=0-bWafDu_inPP8sxS7yoKSXq
LAUSD LOR request forms	https://www.documents.dgs.ca.gov/dgs/fmc/GS/DSA/DSA_291.pdf
Fingerprinting and Criminal Background Compliance for Contractors	https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/147/BUL-3872.0_COMPLETEEV1.1.pdf