



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5211

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CATEGORY: **Support Services, Maintenance**

EFFECTIVE: **5-19-67**

SUBJECT: **Line Painting**

REVISED: **4-05-2002**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures for line painting on paved surfaces, including physical education and on-site parking areas.
2. **Related Procedure:**  
 Authorized custodial inspection, repair, and  
 maintenance ..... 5255

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy G-3000.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Maintenance and Operations Department, Facilities Management Branch.
2. **Basic Line Painting Plan.** The district provides *basic* line painting plan for each school with provision for the following criteria and limitations:
  - a. **Criteria**
    - (1) Safety (particularly student safety on physical education and playground areas)
    - (2) Support of adopted curricular programs with regard to physical education activities
    - (3) Cost
    - (4) Effective space utilization
  - b. **Limitations.** The basic line painting plan is limited to:
    - (1) Physical education activities, including a numerical identification for each area if desired.
    - (2) **On-site parking lots.** Individual parking spaces are marked only for principal, vice principal, nurse, secretary, handicapped, and visitors; all other spaces may be marked with an identifying numeral.

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3. **Line Painting by On-Site Personnel.** Line painting other than that provided under the basic plan may be done by on-site personnel; however, such painting will not be entered on district line-painting plans. (This includes such items as additional reserved parking spaces, fire drill stations, traffic lines on walks, warning lines around doors, and directional arrows.) *Additions or deletions that, in effect, change the basic plan shall not be made by on-site personnel*; revision of the basic line painting plan shall be processed in accordance with procedures outlined in D.
4. **Seal-Coating of Blacktopped Areas and Repainting of Lines.** Blacktopped areas are seal-coated approximately every three years; at that time, lines will be repainted under the contract according to the basic plan. Repainting of other lines is the responsibility of on-site personnel and will not be included in painting contracts.
5. **Line Repainting at Times Other Than After Resealing**
  - a. Repainting of multipurpose courts, tennis courts, basketball courts, and parking lot is done by maintenance personnel; requests are submitted to the maintenance representative during regular inspection.
  - b. Game lines, including noon recreation areas, roll call numbers, fire drill stations, student traffic lines, warning lines at doors, and directional arrows or markings are the responsibility of on-site personnel.

## **D. IMPLEMENTATION**

1. **Original Basic Line Painting Plan for New Schools. Architectural Program Unit, Maintenance and Operations Department:**
  - a. Develops draft of proposed plan in accordance with criteria listed in C.2. after coordinating with the Physical Education and Interscholastic Athletics program manager (for physical education areas only).
  - b. Discusses proposed plan with principal; makes necessary revisions.
  - c. Prepares final plan; secures principal's approval and signature on a print. (In principal's absence, instructional leader shall sign.)
  - d. Distributes plans: one copy to principal for school file; one copy to the Physical Education and Interscholastic Athletics program manager (for physical education areas only); copies as required to the Maintenance Planning Program Unit, Maintenance and Operations Department, for implementation.

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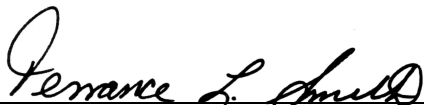
2. **Review of basic line painting plan** normally occurs prior to seal-coating every three years, or as necessary, due to portable relocation, new construction, or playground site development. Architectural Program Unit:
  - a. Reviews plan with principal; marks any requests for change on the print.
  - b. Reviews proposed changes in physical education areas with the Physical Education and Interscholastic Athletics program manager. If there are any unresolved differences regarding requested changes, asks instructional leader to participate in the decision.
  - c. Sends print of revised plan to principal for review and approval.
  - d. Distributes plans: one copy to principal for school file; one copy to the Physical Education and Interscholastic Athletics program manager (for physical education areas only); copies as required to the Maintenance Planning Program Unit.
3. **Requests for Changes or Additions (Not Covered by D.1. or D.2.)**
  - a. **Principal** submits request in writing to instructional leader for consideration.
  - b. **Instructional leader** justifies request and determines source of funding to be used. If approved, forwards request to the Chief Operating Officer, Facilities Management Branch.
  - c. **If request is approved**, the Chief Operating Officer arranges for implementation in accordance with procedures outlined in D.2.

#### **E. FORMS AND AUXILIARY REFERENCES**

1. **Basic line painting plan**, physical education standard drawings, and master playground plan (elementary schools only), available from the Architectural Program Unit, Maintenance and Operations Department

#### **F. REPORTS AND RECORDS**

#### **G. APPROVED BY**



Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education