

Off-Campus Production Work Process

Customer completes the on-line application and forwards it to Central Office. This information will be merged into our PF1 form. This is the first of three (3) forms that are required.

Central Office (on a weekly basis) processes the forms (PF1) and sends them to the appropriate Department Head.

Department Head will contact the customer within ten (10) school days of receiving the information.

Students and Instructor visit the site, meets the customer, verifies all information on the PF1 form is correct, have you sign it, and acquire any information necessary to make a judgment on the educational feasibility of the job. If there are any environmental concerns these are discussed with the consultant and Safety Officer. This could take five (5) to ten (10) school days. There is a place on page #2 of the PF1 form (Statement of Intent) for the customer's signature.

After deciding its educational feasibility for the CTHSS to take the production job the instructor and class will, using our pricing menu, come up with a "labor only" price quote – PF2 form. They will contact the customer, review the labor cost, and if agreed the customer signs the front page of the form and initials the back page (Terms/Conditions), this could be done either at the school or on site. This could take five (5) to ten (10) school days depending on what class the instructor is doing the work with.

At this time the Instructor will complete the contract between the school (CTHSS) and the customer which is our form PF3 or the "contract". If everything is agreeable the customer signs the front page in the area provided and initials the back page "Conditions the Prevail". The customer also needs to include a copy of their declaration page of their insurance. If there are any environmental issues documentation from a certified testing agency will be required and the analytical results be sent to our Safety Officer. This could take five (5) to ten (10) school days depending on any environmental issues and mail delivery.

When the Department Head has completed all of the signed paperwork, the completed package is forwarded to the Central Office consultant, who will review it.

Any questions (safety/educational value) will need to be answered by the instructor that is doing the work.

If everything is acceptable the package will be forwarded to the Superintendent for his approval.

From the time, we receive the **completed package** this should only take 5-7 days.

Notification of acceptance or rejection of the job will be sent to the Department Head, Administrators and Business Manager of the school. If accepted the Department Head will notify the customer.

After you have been notified that your job has been accepted. You'll need to make out a check, in the full amount, to the school doing the work.

Once this has been completed the work will be scheduled to start.

This should only take five (5) days from the time Central Office receives the fully completed package with all signatures and required documentation.

This is educational in nature, **there is no timeframe set and the work schedule is driven by both student schedule and transportation availability**. A list of all required materials will be forwarded to the homeowner in advance of

starting the work. **All materials are the homeowners responsibility to purchase, and it is required they are on the job site before the job can begin. The CTHSS and its employees are not responsible for any materials or transactions of the materials.**

On completion of the job there is a final signature on the PF3 (contract) for the homeowner to sign. Customers Certification of Completion.