

Facilities

MURAL DESIGN GUIDELINES

AR 7151.01

Design Guidelines for Artwork to be Displayed at Property Owned by the San Diego Unified School District

To effectively implement a successful art installation program, which will ensure consistency and aesthetic value in the community, the following guidelines are established, which will ensure the best possible results. The application and guidelines provide District staff and applicants a reasonable process that will safeguard the interests of the community, as well as those of the individual property owner. The following information is designed to assist in preparations. To make an appointment for a review of proposed artwork or for further information, contact the Physical Plant Operations ("PPO"), Self Help Coordinator at 858.637.6267 or email aeaton@sandi.net.

Design Review Process

The Superintendent or designee must review and approve all:

- Artwork to be placed upon San Diego Unified School District property
- Artwork for privately owned property financed in whole or in part with District funds

Step 1: Site Administrator Submits Proposal to PPO Self Help Coordinator

A completed Design Information Form detailing the artwork proposal and signed Artist Waiver for Artistic Works must be submitted by the site administrator to the PPO Self Help Coordinator. The Design Information Form is initially reviewed by appointment, if necessary, with a PPO staff member. The site administrator, the lead artist, and the project coordinator must attend this meeting, if requested.

Step 2: Departmental Review

Once the Design Information Form has been deemed complete, the PPO Self Help Coordinator will circulate the form to other departments for review. Design Review and Signature from PPO and Facilities Planning and Construction ("FPC") is mandatory. Review from other departments is suggested depending on the location of the proposed artwork. For example, artwork located within a gymnasium should be reviewed by the athletic director of the site.

Step 3: Board of Education Approval

Once the Design Information Form has been circulated for interdepartmental review, the PPO Self Help Coordinator and/or FPC designee will submit the proposal, the Artist Waiver Agreement, and the contract to the Board of Education for approval pursuant to Education Code section 17604.

Artwork Definition

"Visual Art in Public Places" or "Public Art" means any visual work of art displayed in a publicly visible location: (a) in a District-owned area, (b) on the exterior of any District-owned facility, (c) within any District-owned facility in areas designated as public area, lobbies, or public assembly areas, or (d) on non-District-owned property if the work of art is installed or financed, either wholly or in part, with District funds or grants procured by the District.

"Work of Art" includes, but is not limited to, sculpture, monument, mural, fresco, bas-relief, mobiles, photography, drawing, handcrafts, painting, fountain, creation of a faux finish, illusionary or trompe l'oeil, landscape composition, banners, mosaic, ceramic, weaving, carving, and stained glass.

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“Work of art” does not normally include landscaping, paving or directional signs.

Content

It is recommended that proposals be limited to designs that reflect the educational and community environment. All proposals will require review by the designated District department prior to entering into a contract or agreement for the installation of the Work of Art.

Failure to Receive Approval

In the event the applicant fails to receive approval by the District department for a design proposal, the applicant may request the Superintendent or designee reconsider the proposed work of art. The decision of the Superintendent or designee shall be final.

Timeframe

In determining the timeframe for the approval process, artists should allow sufficient time for the proposal to be reviewed a second time by the staff in the event a recommendation is made for a design revision.

Requirements for Design Review

PPO and FPC staff will review proposals to ensure design integrity and to determine that the lead artist has organized and synthesized images into a coherent, professional statement appropriate to the setting and architecture and that there are no structural or operational issues associated with installation of the proposed art. Completion of Design Review is contingent upon fulfillment of the following criteria:

- Completed Design Information Form by the artist, including written description of proposed design, site, wall preparation, materials and processes to be used (including anti-graffiti treatment), individual/groups involved in the design, and/or preparation.
- Lead artist’s qualifications and examples of previous work.
- Funding source identified for the project.
- Evidence of community support for the project, e.g., letters of support from neighborhood associations, neighborhood petitions, etc., if available.
- Written permission to proceed with the project, subject to Board of Education approval of the Waiver of Proprietary Rights and contract for the manufacture and installation of the Work of Art.
- For all art to be placed on District owned property, a signed Waiver of Proprietary Rights.
- Color scale rendering (no larger than 8 ½” x 14”) of proposed design, including any text.
- Photographs of the proposed site and physical surroundings.
- Timeline for completing the project.
- Completed Design Information Form.
- Documentation of finished work. Photographic documentation of completed projects is required for District records.
- Legal Requirements. Artist shall comply with all legal requirements governing the manufacture and installation of the Work of Art.

Maintenance

The District shall have no obligation to maintain, restore, or retain a Work of Art installed on District

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owned property or any Work of Art on private property that was obtained with District funds.

Note

Upon Board of Education approval of the Artist Waiver Agreement and the contract, the artist may not make additional changes to the design without returning to PPO and FPC for review of the changes prior to installation of the Work of Art.

Regulation
approved: April 11, 2023

SAN DIEGO UNIFIED SCHOOL DISTRICT
San Diego, California