

PROPOSAL FOR ALTERATIONS AND ADDITIONS TO DISTRICT PROPERTY

In an effort to guarantee any alterations or additions to all structures and grounds in the District, appropriate approval must be made prior to any modifications. This form must be filled out by individuals who desire to make such changes and submit to the building principal for consideration.

If the building principal agrees to approve the proposal, he or she must sign the completed form and submit it to the Director of Planning and Construction for review by the Associate Superintendent, who will then coordinate with appropriate departments for consideration.

The plan for alterations and additions will include all structures, athletic fields, courts, and accompanying structures. Also included are alterations or installation of bookcases, cabinets, permanent equipment, anything to be attached to the building (inside and outside), and any other equipment that has not had prior approval for installation in the school building.

*Appropriate policies must be reviewed prior to submitting a proposal. Examples: Policies CLB, FFA, CL, and CDC.

Once the building principal signs off and submits the proposal to the Associate Superintendent, the Director of Planning and Construction will schedule a meeting for all stakeholders required pending scope of the project.

Name of individual submitting proposal: _____

Title: _____ Date: _____

Description of Proposal:

Specifically how does this proposal support teaching and learning/curriculum and objectives:

FACILITIES CONSTRUCTION

CV
(EXHIBIT)

Describe alterations, additions, and the like. Will this take place in a classroom? *If future projected enrollment requires use of this classroom, it will be returned to a classroom as needed.

Cost, how will proposal be funded? Campus must follow policy CDC.

What maintenance and additional costs will be required to support the proposal? How will this be funded?

Grade Level/Group to utilize proposal:

Additional required signatures as appropriate from departmental designees:

FACILITIES CONSTRUCTION

CV
(EXHIBIT)

FOR ADMINISTRATOR REQUESTING ADDITIONS OR ALTERATIONS TO DISTRICT
PROPERTY

*The requesting administrator should submit the completed form to the Director of Planning
and Construction.*

Individual submitting proposal Date: _____

Administrator making request Date: _____

Facilities Date: _____

Planning and Construction Date: _____

Risk Management Date: _____

Associate Superintendent of Talent & Operations Date: _____

OTHER SIGNATURES REQUIRED IF APPLICABLE:

Purchasing (if cost or project exceeds \$10,000) Date: _____

Academics Date: _____

Child Nutrition Services Date: _____

Athletics Date: _____