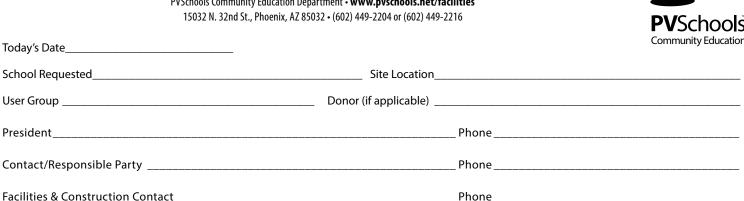
FIELD IMPROVEMENT REQUEST

PVSchools Community Education Department • www.pvschools.net/facilities



NOTE: All physical changes or initial construction work on fields must be cleared with 1) outdoor facility users through the Community Education office, 2) the school principal, and 3) the Facilities and Construction Department. Preparation of school premises for community activities shall not interfere in any way with the school program at the site.

The first review is to ascertain if the construction will adversely affect the users. The second review is to make sure that the principal and his/her staff have no concerns about the project. The third step (authorization) is the most detailed and must be done by contact with the appropriate facilities personnel with plans, specifications and work schedule. The fourth step will notify you of approval to proceed.

Project	Estimated Completion Date

Request Review #1 — Design Concept

All affected users have been notified of the proposed changes and see no problems that cannot be worked out.

Signature of Director of Community Education	Date

Request Review #2

I have reviewed the proposed construction. Having conferred with my staff, I approve this request.

Signature of School Prinicipal Date

Authorization #1 — Conceptual Approval

The plans, specifications and work schedule of the attached proposal have been reviewed and approved by the Facilities and Construction Department.

Printed Name

Date

Sianature of Director of Facilities and Construction

Contact Pho	ne #
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Authorization #1 — Conceptual Approval

Project is authorized to proceed effective

Comments: