



## PV Schools Field Improvement Request Form

School: \_\_\_\_\_ Site Location: \_\_\_\_\_  
 User Group: \_\_\_\_\_ Donator: \_\_\_\_\_  
 President: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact/Responsible Party: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Facilities & Construction Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Project: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

All physical change or initial construction work on fields must be cleared with 1) outdoor facility users through Community Education Office 2) the school principal 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 problems with 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.

Please attach drawings, specification and rationale to this form.

### Request Review #1 – Design Concept

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

\_\_\_\_\_  
 Director of Community Education

\_\_\_\_\_  
 Date

### Request Review #2

I have met with the group requesting the proposed construction. Having conferred with my staff, I approve this request.

\_\_\_\_\_  
 School Principal

\_\_\_\_\_  
 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.

Comments: \_\_\_\_\_

\_\_\_\_\_  
 Director of Facilities and Construction

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Contact Name/Phone #

\_\_\_\_\_  
 Date

### Authorization #2

Project is authorized to proceed effective \_\_\_\_\_ .

Comments: \_\_\_\_\_

\_\_\_\_\_  
 Director of Community Education

\_\_\_\_\_  
 Date