# REQUEST FOR ALTERATION TO SCHOOL DISTRICT PROPERTY

TO: Director of Maintenance and Operations

FROM:

RE:

DATE:

1. **Describe the location of your proposed alteration, decoration, and/or improvement (building/site/classroom, etc).**

2. **Describe your proposal in detail (including time lines, who will perform the work).**

3. **Explain the purpose / benefit of your proposal.**

4. **What is your budget and source of funds?**

5. **Will there be ongoing maintenance? If so, what will be required and who will provide it?**

6. **Please attach one of the following for review:**

☐ Drawing ☐ Plan ☐ Architectural Draft ☐ Photograph

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Principal / Site Administrator

# REQUEST FOR ALTERATION TO SCHOOL DISTRICT PROPERTY

TO: Board of Trustees

FROM: Assistant Superintendent of HR and Facilities

RE:

DATE:

The attached Request for Alteration to School District Property has been reviewed for compliance with Board Policy and Administrative Regulation 7112.1:

- ☐ Recommend approval
- ☐ Recommend changes as noted
- ☐ Request is not consistent with short or long range facility use plans

Comments:

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Assistant Superintendent Director of Maintenance and Operations

cc: Principal / Site Administrator