



Project Name:	Date:
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Requestor Name(s):

Requestor Department(s):

Provide building name(s) and room number(s):

List stakeholders: *(Stakeholders are individuals, departments or others who would be impacted by this request, and those who should have knowledge of the requested modification. Stakeholders include anyone who works or has reports/programs located in the building of the request. Please ensure that all stakeholders are involved with the request. If all stakeholders are not involved, the request could be subject to a lower priority.)*

Do all stakeholders support this request? If no, why?

Indicate what the space will be used for - Instruction, Office, Storage, Other (please describe):

Describe the request in detail:

Why is this request needed (please provide justification, benefits to students, department, district, or community)?

Please provide any support data.

What are the implications if the request is not approved?

If this request is asking to change space utilization (e.g., convert classrooms to offices) is there a plan to mitigate the lost space?

Are there any personnel implications – will the modification require hiring new employees?

Does the request require new furnishings or technology?

What is the desired timeline for the request to be completed?

Please provide estimated costs and funding source:

Please provide a rough sketch of your request (contact campus services if you need a floor plan):

Required Signatures: Please have requestors and all listed stakeholders sign and date to ensure they were part of this process.

Name:	Signature:	Date:
Requestor		
Building/Department Admin		
Superintendent		



Form Instructions:

The Facilities Modification Request Form is managed and used by the Facilities Department to gather, understand, and prioritize all requests for facilities modifications. The facilities department then provides a prioritized list to the Superintendent and/or designee with the purpose of advising them on the best course of action. Please fill out the form to the best of your ability and include as much information as possible.

When to use the request form: The facilities department realizes facilities modifications come in all different sizes making it difficult to provide an exact definition for when it is necessary to use this form. The facilities department asks that you use your best judgement and use the following as guidelines.

USE this form for facilities modifications that include remodel/renovation/new construction:

- Redesigning space(s), including, moving departments, adding space, changing walls, painting, signage, etc. (temporary posters or banners are to be initialed by the building administrator)
- Room repurposing, including, changing from classroom to office, lab space to lecture space, etc.

DO NOT USE this form for minor repairs to buildings, grounds, offices, etc. Minor repairs should be submitted via work order.

If you have questions whether or not to use the form, please contact the Facilities Department and your direct supervisor (building principal for example).

Request process and timeline: It is recommended that all facilities modification requests be worked on with your respective administrator. The process and timeline will be reviewed annually by the Facilities department to ensure an open, efficient, and fair process.

All modifications that entail a monetary value or time, product, materials, etc. are donations to the district and must have board approval (policy 702).



Process and Timeline	
Sept – Nov	Facilities department begins facilities modification request process –
	Facilities director asks direct reports for facilities modification requests
	Facilities director/designee and/or requestor(s) work together to fill out the Facilities Modification Request Form
Dec - Feb	Requests are submitted to Facilities director no later than December 1 for requests for the following school year
	Requests are reviewed and prioritized
March 1	Prioritized list presented to Superintendent and School Board when applicable
Dec - Feb	Approximate timeline for schedule and work to be completed