



Pasadena Unified School District
SITE MODIFICATION REQUEST FORM
 (Site or Community Sponsored Modifications to PUSD Property)

Written authorization is required from the Department of Facilities/Maintenance and Operations before proceeding with any site (building and/or grounds) modification (i.e., marquee, fences, trees, etc.).

1. School: _____
2. Contact Name: _____
3. Contact Organization: _____ Daytime Phone: _____
4. Contact Address: _____
5. Describe Proposed Project: _____

6. Please **attach a site plan** and show the proposed project location.

7. Cost estimate for proposed project (include planning, design, materials, implementation, etc.): _____

**DSA approval has a minimum architectural fee of \$3,500*

8. Will there be ongoing costs for proposed project once implemented? Yes No

9. List funding source(s) (i.e., school budget or budget code, SIP, PTA, etc.): _____

10. Are funds available now? Yes No

11. Anticipated implementation schedule: (please identify month, day and year)

Planned Start Date: ____/____/____ Planned Completion Date: ____/____/____

12. Please provide any additional information that might be helpful to Facilities/Maintenance and Operations in its evaluation of your Request: _____

**SITE MODIFICATION REQUEST FORM
 SITE ADMINISTRATOR APPROVAL**

I am aware of the proposed project described above (initial) _____.

1. I have the following comments/concerns: _____

2. I support this project. **Site Administrator Signature:** _____ Site: _____

Phone: () _____ Date: _____

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| Director of M&O Approval: Signature: _____ Date: _____ | Chief of Facilities Approval: Signature: _____ Date: _____ |
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