

SITE/FACILITY MODIFICATION REQUEST FORM

For NLMUSD Facility Modifications

Fill out information in Parts A & B below and submit the original, plus any additional information, including appropriate signatures to the Facilities Planning & Construction Department. Please call us at (562)868-9014 if you require additional information.

A. Site Information

1. School/Site: _____ 4. Room Number(s)
(Name/Wing/Number): _____

2. Department or Building: _____ 5. Funding Source: _____

Description of the Work: Briefly describe the work or site modification that you are requesting (include both interior and exterior changes). Attach site plan or any other information for evaluation, as applicable:

Indicate budgeted amount set aside for the proposed scope of work: _____

Proposed schedule: Start date: _____ Completion date: _____

B. Endorsements to be completed by site

Requested by:
Name: _____ Phone Number: _____ Email: _____

Signature of Site Administrator/Principal Date

Signature of Assistant Superintendent, Educational Services Date

Signature of Director of Facilities Planning & Construction Date

Projects submitted by February 1st shall be considered for summer work.

Approval from the Site Administrator and Assistant Superintendent, Educational Services is required **before submitting** to the Facilities Planning & Construction Department.

Allow 2-4 weeks for processing.

C. Endorsements/Review to be completed by Maintenance & Operations and Integrated Technology Services

Maintenance & Operations	Technology Department
Comments/Concerns:	Comments/Concerns:
Endorsed: ☐ Yes ☐ No ☐ Copied	Endorsed: ☐ Yes ☐ No ☐ Copied
Signature of Director/Designee _____ Date _____	Signature of Director/Designee _____ Date _____

Design, procurement, and construction work shall NOT proceed until the Site/Facility Modification Request is approved by the Director of Facilities Planning & Construction Department.

STEPS TO THE SMR PROCESS

- 1** Contact the Facilities Planning & Construction Department to schedule a meeting to **DISCUSS** the proposed project.
- 2** Complete a Site Modification Request Form (**including funding source**) and **OBTAIN APPROVAL** from the Assistant Superintendent.
- 3** **SUBMIT** form to the Facilities Planner via District Mail.
- 4** Facilities Planner will **REVIEW** the scope of your project and discuss options as to the most cost-effective way to complete the project.
- 5** Facilities Planner will provide the site administrator/department director with **QUOTES** for your project.
- 6** Site administrator/department director reviews and responds with **APPROVAL** to proceed.
- 7** Facilities Planner will set up a project schedule and oversee the project through **COMPLETION**.



New Counters at La Mirada High School

EXAMPLES OF WORK REQUIRING A SITE MODIFICATION REQUEST:

- Adding a lunch shelter
- Conversion of existing spaces (office, classrooms, admin. areas)
- Adding or replacing a marquee, monument, or scoreboard
- Adding or moving walls or doors
- Adding a storage container, tuff-shed
- Adding a school garden
- Adding or restoring murals

EXAMPLES OF WORK NOT REQUIRING A SITE MODIFICATION REQUEST:

- General building repairs
- Moving of furniture
- Maintenance items

SITE MODIFICATION REQUEST INFORMATION



FACILITIES PLANNING &
CONSTRUCTION DEPARTMENT



New Concrete Slab at Sanchez Headstart

WHAT IS A SITE MODIFICATION REQUEST (SMR) FORM?

A Site Modification Request form is used to document the review and approval of the SMR from all parties involved.

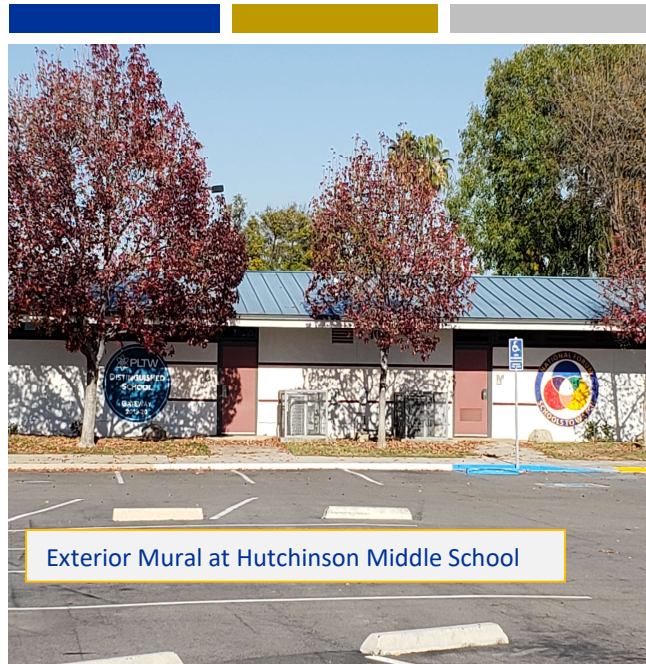
 SITE/FACILITY MODIFICATION REQUEST FORM For NLMUSD Facility Modifications	
Fill out information in Parts A & B below and submit the original, plus any additional information, including appropriate signatures to the Facilities Planning & Construction Department. Please call us at (562)868-9014 if you require additional information.	
A. Site Information	
1. School/Site: _____	4. Room Number(s) (Name/Wing/Number): _____
2. Department or Building: _____	5. Funding Source: _____
Description of the Work: Briefly describe the work or site modification that you are requesting (include both interior and exterior changes). Attach site plan or any other information for evaluation, as applicable: 	
Indicate budgeted amount set aside for the proposed scope of work: _____ Proposed schedule: Start date: _____ Completion date: _____	
B. Endorsements to be completed by site	
Requested by: _____ Name: _____ Phone Number: _____ Email: _____	
Signature of Site Administrator/Principal _____ Signature of Assistant Superintendent, Educational Services _____ Signature of Director of Facilities Planning & Construction _____	Date _____ Date _____ Date _____
Projects submitted by February 1st shall be considered for summer work. Approval from the Site Administrator and Assistant Superintendent, Educational Services is required before submitting to the Facilities Planning & Construction Department. Allow 2-4 weeks for processing.	
C. Endorsements/Review to be completed by Maintenance & Operations and Integrated Technology Services	
Maintenance & Operations Comments/Concerns: _____ Endorsed: ☐ Yes ☐ No ☐ Copied Signature of Director/Designee _____ Date _____	Technology Department Comments/Concerns: _____ Endorsed: ☐ Yes ☐ No ☐ Copied Signature of Director/Designee _____ Date _____
Design, procurement, and construction work shall NOT proceed until the Site/Facility Modification Request is approved by the Director of Facilities Planning & Construction Department.	
Facilities Use: Form Number: _____	

WHEN DOES A SITE MODIFICATION REQUEST FORM NEED TO BE SUBMITTED?

Whenever there is a need to physically alter and/or add to a facility or space, including temporary or permanent interior and exterior changes.

WHO NEEDS TO SUBMIT THE SITE MODIFICATION REQUEST FORM?

The site administrators or department directors need to complete the form, with endorsement by the Assistant Superintendent, and submit to the Facilities Planning & Construction Department.



Exterior Mural at Hutchinson Middle School

“Planning and Building Schools of Excellence.”

WHO WILL FUND THESE TYPES OF IMPROVEMENTS TO THE SITE OR DEPARTMENT?

The site or department is responsible for funding these types of projects. The Facilities Planning & Construction Department will develop a budget based upon the scope of work requested from the site or department and forward for review and approval prior to any work.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT US.

FACILITIES PLANNING & CONSTRUCTION DEPARTMENT

15711 Pioneer Blvd, Bldg G,
Norwalk CA 90650
(562)868-9014

www.nlmusd.org/apps/pages/SiteModifications