

College Station Independent School District



Facility Modification Form

This form applies to all facility modifications initiated by CSISD faculty as well as non-CSISD organizations such as booster/parent organizations, community service projects, or neighborhood associations. Interior and exterior facility modifications should be requested through the submission of this form. In addition, we are actively pursuing water conservation efforts District-wide. For this reason, donated trees or other live plant materials which divert from District standards will be the responsibility of the individual campus to keep maintained and watered.

The approval path for the Facility Modification Form is below: Requester > Campus Administrator > Maintenance Supervisor > Exec. Director of Facilities > Superintendent's Cabinet

Requester Name

Date

Title

Email

Campus

Phone # or extension

Request for:

Choose estimate if you need a cost for budgeting purposes. Choose approval if you have funds available and are seeking approval to schedule a project.

Estimate

Approval

Budget/Funding Source/Account #

Type in account # or comments related to donation, etc.

Location of work: Building Name and Room Number

Project Description

Name of contact (if different than requester)

Contact phone #

Campus Administrator

Comments

Approved

Declined

Executive Director of
Operations

Comments

Approved

Declined

Superintendent's Cabinet

Comments

Approved

Declined