



Campus / Facility:
Requester:

Del Valle ISD Facilities Modification Request Form

The purpose of the facility modification form is to provide a process for requesters to follow prior to engaging in any type of modifications to the buildings, facility systems, grounds, or district property.

The Facilities Modification Request Form must be completed and approved prior to:

1. Structural/physical changes of interior space (i.e., demolition or new construction of walls, ceilings, floors, stairs, etc., painting or color changes, painting of murals, etc. installation of fixed equipment or furniture requiring utility connections, including HVAC or exhaust ventilation systems, taps into building utilities or mechanical system, or adding hardwired electrical equipment, data outlets and electrical outlets to support technology, etc.)
2. Changes in use of space (i.e., conference room to office, classroom to office, vocational education room to computer lab, etc.)
3. Changes to exterior of buildings (i.e., painting, lighting, fixtures, sidewalk painting, changes to the doors, windows, or any building component, etc.)
4. Location of equipment exterior to buildings or placement of equipment in the building, included but not limited to wall mounted shelving or electronics, portable buildings, greenhouses or other structures.
5. Changes or modifications to the grounds or playfields (i.e., installation of playground equipment, building dugouts, scoreboards, lights, bleachers, installation of tracks, installation of irrigation system, plantings of any type, gardens or raised garden beds etc.)



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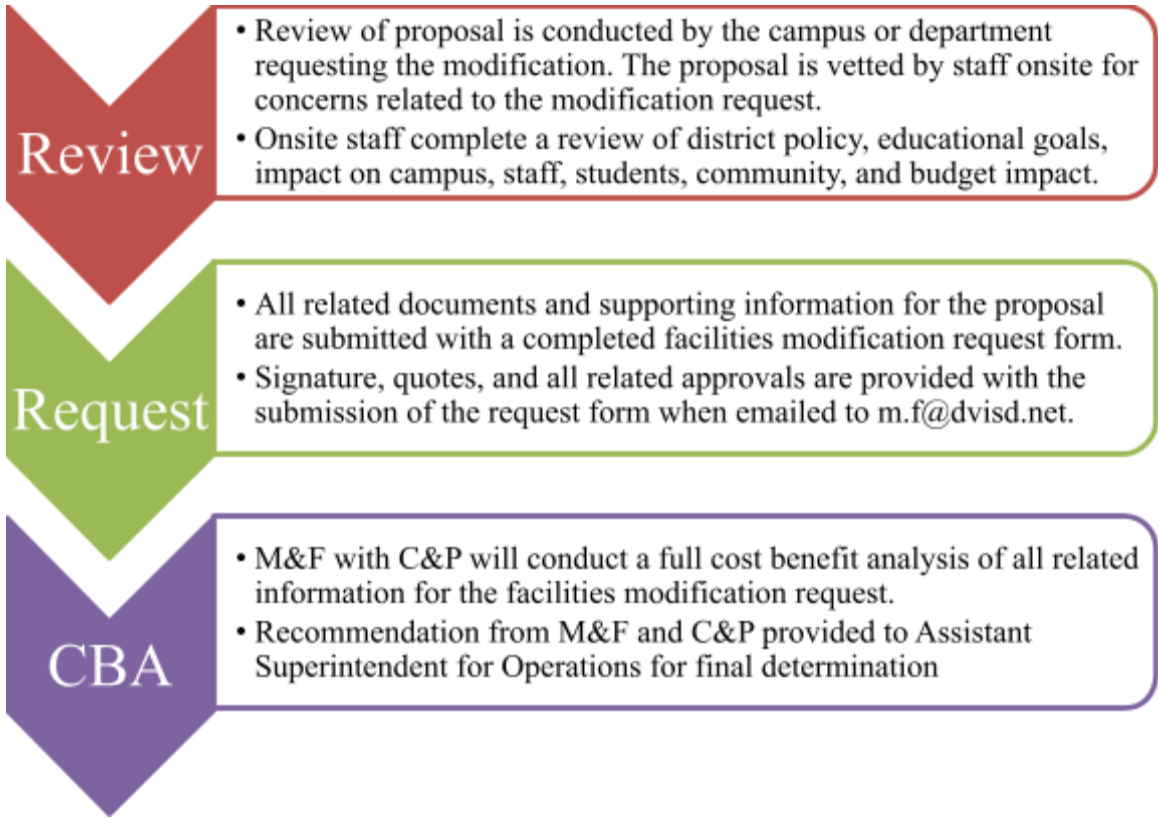
INSTRUCTIONS: Submit this completed “Facilities Modification” form to m.f@dvisd.net with all applicable signatures, forms without all needed signatures will not be processed.

Each modification to the buildings, facility systems, grounds, or district property will need to be submitted separately, if requests are interdependent please include two separate forms in one submission via email and clearly explain how the requested modifications are interdependent.

The Maintenance and Facilities staff will review form and submitted documents to support the facility modification. After review of the form the request will be forwarded to the Assistant Superintendent for Operations to review and provide an update to District Leadership. Notification of proposal will be provided by Maintenance and Facilities staff with the approval, denial or modifications required.

Please send all questions related to the facilities modification request form to m.f@dvisd.net.

Del Valle ISD Facilities Modification Request Process Flow





Campus / Facility:
Requester:

Facilities Modification Request Form

School or Facility:			
Requested by: Requests can only be made by campus principal only or department director - verification of request required.			Date:
Phone:	FAX:	Email:	
Requested start date:		Requested end date:	

The following items are required for consideration of any facilities modification. Please provide all related documents in a singular PDF file when request is emailed.

Requests will be reviewed in the order received. Please allow up to 4 weeks for review.

- Brief description of special project () Interior Modifications () Exterior Modifications. Campus or facility name should appear on all documents submitted.
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- A drawing or a site plan for this project proposal is required or a summary with detailed pictures.
- Describe the educational impact for student growth the request and provide documentation for request:
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- Does this request affect student capacity?
 - No: __ Yes – please include explanation:
- Does this request impact the original intent of the space / building / use?
 - No: ___ Yes – please include explanation:
- Please describe the proposed location for the project and describe how the space is currently used.
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- Please submit an aerial view and/or plan of the space (Google maps or campus site plan accepted). *Interior Modifications: Please specify room numbers



Campus / Facility:
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Funding source(s) & Budget Codes

- Source for funding for project must include the initial cost of the project
 - Campus or Department Budget Code must be provided in the summary:
 - Requesters must provide a cost estimate based on quotes from approved vendors; if assistance is needed with vendors M&F staff can assist.
 - DVISD Procurement Guidelines must be followed
 - Donations must follow the guidelines in DVISD Policy CDC Local
- Budget for Project:

Budget Code	Proposed Budget Amount	Project Quotes	Available Campus / Department Funds for the Project

- Funding for project after completion and responsible party for maintenance
 - Projects requiring regular maintenance will need to provide a plan for providing the funding or staff to maintain the modification (example: campus garden will need to be maintained by the campus staff on continual basis).
 - Projects that require annual maintenance must be included in the Campus Improvement Plan and be approved by the Campus Advisory Team.
- Does this request involve a grant?
 - No: ___ Ensure the budget code provided has funds for the expenses.
 - Yes – please include explanation of the grant funded items and grant approval documents.
- Above allocation funding cannot be requested without approval of this form prior to the submission of the above allocation forms.



Campus / Facility:
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Required District Leadership Signatures for all Facility Modification Forms

<i>Title / District Staff</i>	<i>Area of review</i>	<i>Signature indicates approval</i>	<i>Notes / Concerns related to request:</i>
Campus Principal / Director	Supporting documents and completed request form Maps, plan, perpetual care information, funding source and CIP / CAT documents to support the FAC MOD request.		
Technology Director	Impact of request on technology and educational setting related to technology		
C&I Director / C&I Campus Admin Supervisor	Impact of request of the educational setting related to students and staff		
SPED Director	*Only required for requests related to the educational setting impacting students		
Athletic Director	*Only required for requests related to athletic facilities / athletic programs		
Finance Director	Request for modification must provide funding plan for initial costs and perpetual costs		

Required Signatures – all signatures must be obtained prior to submission



Campus / Facility: Requester:

Approval steps for the project to be implemented:

Director of Maintenance and Facilities recommendation:

- Approved, M&F will manage the project and utilize contract services to complete modifications.
- Approved, M&F will manage the project upon verification of funding.
- Denied, additional information is requested.
- Denied, scope of the modification is not supported and not in the best interest of the district.

Director of M&F Signature

_____ Date _____

Construction staff recommendation:

- Approved, C&P will manage the project and utilize contract services to complete modifications.
- Approved, C&P will manage the project upon verification of funding.
- Denied, additional information is requested.
- Denied, scope of the modification is not supported and not in the best interest of the district.

Construction Staff Reviewing Request _____

Signature _____ Date _____

Assistant Superintendent of Operations recommendation:

- Approved, C&P or M&F will manage the project upon verification of funding
- Denied, additional information is requested.
- Denied, scope of the modification is not supported and not in the best interest of the district.

Assistant Superintendent of Operations Signature: _____ **Date** _____

Projected cost of the project: (_____)

Verification of funding and budget code: YES (Account Code: _____) NO

Funding Sources (_____) **DVISD Board Approval Needed YES / NO**

**Certain facility modifications will require approval from the Superintendent and or Board. Notification of additional approvals will be provided to the original requester.

**Completion of any approved modification request will be contingent upon funding, work scheduling and accessibility to the facility. All related forms and documents will be retained by the M&F and C&P Departments.