SHORELINE PUBLIC SCHOOLS

Proposal to Alter School Site
Shoreline School District

This form is to gain approval for site alteration requests.

- **After the building principal approves the proposed site alteration request, it should be sent to Risk Management at the Superintendent's Office, where it will either be approved or distributed to other pertinent departments for their input and/or approval.**
- **Following review of the proposal, the applicant may be asked to modify and resubmit the proposal.**
- **The building principal will notify the Facility Department following installation for final on-site inspection.**

Building/Site _____

Group Proposing Alterations _____

Contact Person _____

Email _____ **Phone** _____

Brief Description of proposed alteration (please attach detailed plans)

_____

_____

_____

Funding Source _____

Desired completion/installation date: _____

Manufacturer/Supplier: _____

Who will install? _____

To assist the District Facilities Department in evaluating the proposed alteration, please submit a drawing indicating the following:

- **Site plan showing proposed location of alteration.**
- **Construction details, including materials/specifications to be used.**
- **Safety features or safeguards.**
  If there are any printed materials describing the proposed alteration, please submit a copy along with your proposal.

Signature: _____ **Date:** _____
Principal Approval

Signature: _____ **Date:** _____
Maintenance Supervisor Approval

Signature: _____ **Date:** _____
District Office Approval

District Office Comments: _____

_____

_____

Submit proposal to Risk Management in the Office of the Superintendent at the District Office for approval.

Project is not approved until proposal has been reviewed and accepted by all parties; Conditions of Approval if required will be provided to Project Representative and Site Administrator.