Project Request

Birmingham PUBLIC SCHOOLS

1. Please submit the completed form, *signed by an administrator* , to the Manager or Asst. Manager of Operations.

2. Forms will be reviewed for compliance and presented to the Renovation Oversight Comm. (if appropriate).

3. The Renovation Oversight Committee and in some cases, the Board of Education will have final approval.

4. All Proposals for additions or modifications to facilities are subject to Administrative Procedure for Policy #7000

*** **Submission Deadline: May 1** ***

BUILDING INFORMATION:

Name: _____ Date: _____

School: _____ Phone: _____

BuildingAdministrator Signature:

PROJECT INFORMATION:

Project Title: _____

Length of Project: _____ Start: _____ End: _____

Funding Source: _____

Estimated Cost: (if available) _____

Person(s) doing the work: _____

Project Manager: _____

PROJECT DESCRIPTION:

Attach additional pages, drawing or documents

PROJECT BENEFITS:

Attach additional pages, drawing or documents

LONG TERM IMPACT ON DISTRICT RESOURCES:

FOR DISTRICT / COMMITEE USE:

Notes: _____

Init: _____

Date: _____ Status: A R P Comm: SF Full