



Facilities Modification Request (“FMR”) Purpose & Procedure

PURPOSE AND SCOPE

This procedure defines the process and areas of responsibility for requests by sites in the construction, reconstruction, alteration, and renovation of district facilities

PROCEDURE

1. Facilities Modification Request with Work Order

To initiate the request for facility modifications, the following items must be submitted to the Facilities Planning & Operations Department:

- ✓ Completed Facilities Modification Request (FMR) form, outlining the proposed project and all relevant information (project description, location, funding...)
- ✓ Work Order (w/ attached FMR form)

2. Feasibility Study

- ✓ The Facilities Planning & Operations Department will conduct a feasibility study to determine if the project can proceed via the FMR process.

3. FMR Determination/Status Form

- ✓ The Facilities Planning & Operations Department will provide status and determination on the project. The determination/status form will explain where the project is in the review process and will indicate if additional review time or more information is required or if the project is approved or denied. If denied, and explanation will be outlined.
- ✓ Status/Determination form attached to work order

4. Project Established

- ✓ Once approved, a plan is put in place to outline how the project will be executed.

5. Planning Phase

- ✓ Board Approval (if required)
- ✓ Budget
- ✓ Compliance (city, state)
- ✓ Project Plans & Specifications

6. Bidding Phase

- ✓ Project components out for bid

7. Construction Phase

- ✓ Site prepped for construction to take place
- ✓ Construction

8. Post Construction Sign-Off (by Site)

- ✓ Site administrator walks the project site to sign-off on project completion per plans & specifications.
- ✓ Notes deviations from plans/specs



FACILITIES MODIFICATION REQUEST FORM

For School Site and Community Sponsored District Facility Modifications

FMR#

WO#

The site Principal and/or Administrator must have written authorization from the Facilities Planning & Operations Department prior to planning and/or implementing any project that alters any district facility.

Completed by the Sponsoring Group, or Site Principal:

Site Name: _____ Contact: _____ Phone _____

Proposed Project Description:

- Estimated Budget \$ _____
- Proposed funding source(s): _____
- Describe anticipated ongoing costs: _____
- Planned Project Start Date: _____ Planned Completion Date: _____

Please provide or attach additional information that would help the District in its evaluation of this project request:

****To Be Completed by Site Principal****

I support this proposed project:

Principal Signature Date (_____) Phone Number

****For Facilities Planning & Operations Department Use Only****

Budget Amount \$ _____ Budget Set Up: Yes ☐ No ☐

Budget Branch Approval By: _____ Date: _____
(Signature)

Funding Source: _____ Funds Available in Account: Yes ☐ No ☐

Accounting/String Number: _____

Accounting Branch Approval By: _____ Date: _____
(Signature)



FACILITIES MODIFICATION REQUEST
STATUS/DETERMINATION FORM

FMR#
WO#

Site Name: _____ **Contact:** _____

Project: _____

Project status: _____ Approved
 _____ Denied
 _____ Postponed
 _____ Additional Info Required (see below)

Comments:

Approved by: _____ **Date:** _____

(Signature)