FIELD IMPROVEMENT REQUEST

PVSchools Community Education Department • **www.pvschools.net/facilities**
15032 N. 32nd St., Phoenix, AZ 85032 • (602) 449-2204 or (602) 449-2216

PVSchools
Community Education

Today's Date_____

School Requested_____ Site Location_____

User Group _____ Donor (if applicable) _____

President_____ Phone _____

Contact/Responsible Party _____ Phone _____

Facilities & Construction Contact _____ Phone _____

NOTE: All physical changes or initial construction work on fields must be cleared with 1) outdoor facility users through the Community Education office, 2) the school principal, and 3) the Facilities and Construction Department. Preparation of school premises for community activities shall not interfere in any way with the school program at the site.

The first review is to ascertain if the construction will adversely affect the users. The second review is to make sure that the principal and his/her staff have no concerns about the project. The third step (authorization) is the most detailed and must be done by contact with the appropriate facilities personnel with plans, specifications and work schedule. The fourth step will notify you of approval to proceed.

Project _____ **Estimated Completion Date**_____
_____
_____
_____
_____
_____
_____

Request Review #1 — Design Concept

All affected users have been notified of the proposed changes and see no problems that cannot be worked out.

_____ _____
Signature of Director of Community Education *Date*

Request Review #2

I have reviewed the proposed construction. Having conferred with my staff, I approve this request.

_____ _____
Signature of School Principal *Date*

Authorization #1 — Conceptual Approval

The plans, specifications and work schedule of the attached proposal have been reviewed and approved by the Facilities and Construction Department.

_____ _____
Signature of Director of Facilities and Construction *Printed Name*

_____ _____
Contact Phone # *Date*

Authorization #1 — Conceptual Approval

Project is authorized to proceed effective _____

Comments: _____

_____

_____ _____
Director of Community Education *Date*

(rev. 06/25)