FACILITY IMPROVEMENT PROJECT APPLICATION

Complete this form and attach additional pages if necessary. Call 541-929-3169 for assistance. Once signed by the Principal, submit to: Joey DiGiovannangelo, Facilities Manager via email: joey.digiovannangelo@philomath.k12.or.us

Date: _____ School/Building Name: _____

Project Contact(s):

Name	Daytime Phone	Email Address
Primary:		
Secondary:		
Other:		

Overall project description and location on property (attach drawings, if available)

Target Completion Date (Please explain): _____

Anticipated Cost for Project: $ _____ Is a budget in place for this project? Yes / No

If "Yes," funding source(s) for budget: _____

Assurances & Signatures

Project Contact and Administrator please check the boxes next to each statement and sign verifying agreement with and acknowledgement of the following responsibilities.

Applicant:

☐ I understand that we will not proceed with this project until the pre-project meeting with a facilities department representative is held.

☐ I understand that this project must be done meeting all necessary regulations and codes applicable to work in a public school building.

Signature: _____ **Date:** _____

Administrator:

☐ I approve of the proposed work to take place at this facility.

☐ I understand that we will not proceed with this project until the pre-project meeting with a facilities department representative is held.

☐ I understand that this project must be done by meeting all necessary regulations and codes applicable to work in a public school building.

Signature: _____ **Date:** _____

This area for facilities department use only.

Additional information needed: _____

_____

_____

_____

Approved _____ Approved w/Conditions _____ Disapproved _____

Initial & Date Initial & Date Initial & Date

Facility Department Representative Assigned: _____

Name Phone

The District reserves the right to cancel, suspend or modify your project if it is in the best interest of the District. Any project not completed within one year of the approval date is subject to reapplication for the project approval and possible revised conditions.