Bastrop ISD Facilities Modification Request Form

The purpose of the Facility Modification Request Form is to provide a clear process for staff to follow before making any changes to buildings, facility systems, grounds, or other district property.

The form ensures that all proposed modifications are reviewed by the appropriate departmental leadership, allowing for proper oversight and confirming that all necessary considerations have been addressed.

Ultimately, this process will help us build and maintain facilities that support our students at the highest standards, both now and in the future.

The Facilities Modification Request Form must be completed and approved prior to:

1. Structural/physical changes of interior space (i.e., demolition or new construction of walls, ceilings, floors, stairs, etc., paint color changes, painting of murals, installation of fixed equipment or furniture requiring utility connections, etc.)

2. Changes to exterior of buildings (i.e., painting, lighting, fixtures, sidewalk painting, changes to the doors, windows, or any building component, etc.)

3. Installation of semi-permanent structures (i.e., greenhouses, storage sheds, Conex boxes, etc.).

4. Changes or modifications to the grounds or playfields (i.e., installation of playground equipment, building dugouts, scoreboards, lights, bleachers, installation of tracks, installation of irrigation system, plantings of any type, gardens or raised garden beds etc.)

5. Addition or removal of campus signage, including parking space identification, parking space painting, directional or way finding signage or other permanently affixed signage.

Bastrop ISD Facilities Modification Request Process Flow

1. Review of proposal is conducted by the campus or department requesting the modification, taking district policy, educational goals, impact to staff, students, community, and budget into consideration

2. Request along with all supporting documentation should be routed via email to district leadership in the following order:
    - **Athletics** (if request involves an athletic facility)
    - **Technology** (if request involves addition/modification to technology equipment)
    - **Safety & Security** (if request involves addition/modification to structure or access)
    - **Curriculum & Instruction** (if request involves instructional spaces)
    - **Construction & Planning**
    - **Operations**

3. Once final approval from the Director of Operations has been received, the Facilities Modification Request must be attached to the work order requesting the modification.

Routing Contacts:

Department	Contact	Email	CC
Technology	Randy Sharp	rsharp@bisdtx.org	gfoor@bisdtx.org
Athletics	Elliot Allen	dallen2@bisdtx.org	jschneider@bisdtx.org
Safety & Security	Athan Schindler	aschindler@bisdtx.org	
C& I	Jennifer Eberly	jeberly@bisdtx.org	hwebb@bisdtx.org
C & P	Lee Raspberry	lraspberry@bisdtx.org	babuzaid@bisdtx.org
Operations	Josh Thomas	jthomas5@bisdtx.org	mgoth1@bisdtx.org

Facilities Modification Request Form

School or Facility:

Requested By:

Date:

Phone: Email:

***Requests may only be made by Campus Principal or Department Director**

The following items are required for consideration of any facilities modification. Please provide all related documents in a singular PDF file when request is routed for signatures.

Please describe the proposed location for the modification and describe how the space is currently used:

Brief description of the requested modification:

How would the modification positively impact the educational environment or student experience?

Does this modification affect student capacity?

No ___ Yes ___

If yes, please provide explanation:

Does this modification impact the original intent of the space / building / use?

No ___ Yes___

If yes, please include explanation:

FUNDING SOURCE:_____

**** An aerial view and/or site plan for the project must be attached to this request. (Drawings/sketches are acceptable)**

Bastrop
Independent School District

Required Signatures – all signatures must be obtained prior to submission

Campus Principal/Department Director

Notes:

Signature:

Date:

Athletics

Notes:

Signature:

Date:

Technology

Notes:

Signature:

Date:

Safety & Security

Notes:

Signature:

Date:

Curriculum & Instruction

Notes:

Signature:

Date:

Construction & Planning

Notes:

Signature:
Date:

Director of Operations:

Approved- Operations will manage the project via internal resources upon verification of funding.

Approved- Operations Department will manage the project and utilize contract services to complete modifications.

Denied- additional information is requested.

Denied- scope of the modification is not supported and not in the best interest of the district.

_____ _____

Director of Operations Signature Date

**Completion of any approved modification request will be contingent upon funding, work scheduling and accessibility to the facility.

Requests will be reviewed in the order received. Please allow up to 4 weeks for review.