

ATLANTA PUBLIC SCHOOLS
Facilities Services Department
Facilities Improvement Request (FIR) Form

Request Date:	Principal:	_____ print / sign
Requesting School/Dept:	Department Head:	_____ print / sign
Contact Person:	Associate Superintendent:	_____ print / sign
Phone Number:	Sr. Cabinet Approval:	_____ print / sign

☐ **SITE IMPROVEMENT / CONSTRUCTION / RENOVATION / MODIFICATION**

Description of Request: _____

Drawings attached? Yes ☐ No ☐

☐ **SPACE RE-ALLOCATION**

Type of Space: classroom ☐ office ☐ storage ☐ other (list) ☐ _____

Space Vacated: Building/Area _____ **New Assignment:** Building/Area _____
Room _____ Room _____

Description of Request: _____

Will This Request Require:	Yes / No
1. Additional space	No
2. Additional telephone / computer equipment or wiring	No
3. Moving furniture and equipment	No
4. Purchase of new furniture or equipment	No
5. Installation of new hardware / re-keying hardware	No
6. Installation of new signage	No
7. Move or purchase AV equipment	No
8. Additional security	No

Source of Funds: _____ **Account Number:** _____ **Budget Approval:** _____

Estimated Cost: _____ (Verify all components are accounted for moving, construction, support, etc. Facilities Services can assist with this effort once the request is approved.)

Please complete this form providing as much information as possible and obtain the indicated signatures and submit the request via email to FIR@apsc12.org

Executive Director, Capital and Properties Date

Director of Capital Improvement Date

