



BETHEL SCHOOL DISTRICT #403

OP-11-12-_____

FACILITY/GROUNDS MODIFICATION REQUEST

PURPOSE:

This form is applicable for any facility and/or grounds modification not normally considered to be regular maintenance or repair. This includes, but is not limited to: the addition, removal or movement of walls, electrical outlets, ventilation duct work and/or equipment, windows, doors, floor covering, white boards, attached technology equipment (i.e.: digital projectors, shelving, cabinetry, etc.), playground additions/modifications, storage containers, sheds, concrete work, etc. This also applies to movement of programs between classrooms that may require modifications to the involved school spaces (i.e.; moving an art or science program).

SUBMIT FORM TO: OPERATIONS - EXECUTIVE DIRECTOR

DATE REQUESTED: _____

REQUESTING EMPLOYEE: _____ POSITION: _____

SCHOOL/BUILDING/DEPARTMENT: _____

PROJECT DESCRIPTION:

RATIONAL FOR PROJECT:

FUNDING SOURCE FOR PROJECT: _____

BUDGET CODE: _____

REQUIRED SIGN OFFS	LEAD	SIGNATURE (Indicates approval of project)	DATE
School Principal/Dept.			
Executive Director of Operations			
Director of Facilities			
Director of Construction & Planning			
Chief Financial Officer			
Risk Manager			
ADA/504 Officer (s)*			
Title IX Officer*			
Asst. Superintendent – Curriculum			

***NOTE: REQUIRED ON SOME PROJECTS.**

DECISION:

Approved
 Denied
 Withdrawn
 Completed
 Original to Finance Office