Proposal to Improve or Modify School site
Proposal # ________

Instructions:
• This form is to be used to gain approval for site improvement requests.
• After the proposed site improvement request is approved by the building administrator, it should be sent to maintenance, where it will either be approved (no more distribution would be needed), or distributed to other pertinent departments for their input and/or approval.
• Following review of the proposal, the applicant may be asked to modify and resubmit the proposal.
• The building administrator should notify Maintenance following installation of improvement for final on-site inspection.

Building / Site: ____________________________________________________________________

Group Proposing Improvements:________________________________________________________

Contact Person: __________________________ Telephone Number: ___________________________

Authorized by Bldg Administrator: __________________________ Date: _______________________

Brief description of Proposed Improvement or Modification (please attach detailed plans): ____________
________________________________________________________________________________
________________________________________________________________________________

Secured Funding Source: _____________________________________________________________
________________________________________________________________________________

Desired completion/installation date: ____________________________________________________

Manufacturer/Supplier: ________________________________________________________________

Who will install? ____________________________________________________________________

To assist in evaluating the proposed improvement, please submit a drawing indicating the following:
• Site plan showing proposed location of improvement
• Construction details, including materials/specifications to be used.

For Office Use Only
Date Received by Maintenance: __________________________

☐ Approved No further distribution needed. Maintenance Approved:________________________  Date: ______________

☐ To Distribution (for input)
  ☐ Risk Management
  ☐ Funding Source Authorized
  ☐ __________________________

☐ Project required modification

☐ Maintenance review complete, with notification of conditioned approval to building administrator
  Project approved as resubmitted with suggested improvement