



SAMPLE
 PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
 UPPER MARLBORO, MARYLAND 20772

CAPACITY AND/OR SPACE

Maintenance Dept. Use Only
1.
2.
3.
4.
5.
6.
7.
8.

REQUEST FOR FACILITY ALTERATIONS

- REQUESTOR NOTE:**
- Use this form for all requests for alterations which will affect capacity and/or space
 Example: remove wall between classroom 100 and 100A; increase size of office 200 on second floor.
 - Use normal form for requests for additional lighting, chalkboards, window replacement, etc.

PART I - REQUESTOR DATA

From: _____

Name of School	Principal	Date
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To: FACILITIES COMMITTEE

Description of Project: (Describe one project, attach drawings, sketches, diagrams)

Justification of Project:

PART II - REGIONAL ASSISTANT SUPERINTENDENT

_____ Recommend Approval
 _____ Recommend Disapproval

Comments: _____

Date	Signature
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PART III - DIRECTOR OF PLANNING AND ARCHITECTURAL SERVICES

COST ESTIMATE: \$ _____ _____ CONTRACT _____ IN-HOUSE _____ RECOMMEND CIP PROJECT	_____ RECOMMEND APPROVAL _____ RECOMMEND DISAPPROVAL
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Date	Signature
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PART IV - FACILITIES COMMITTEE DISPOSITION

PRINCIPAL _____
 Name of School

The above described project is: _____ Approved _____ Disapproved

Comments: _____

Date	Chief Administrator
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