



REQUEST FOR BUILDING ALTERATIONS AND IMPROVEMENTS

REQUESTOR NOTE: Use this form to request an alteration or improvement defined as any modification, improvement, addition or change to electrical, heating, plumbing or other installed systems including walls, doors or partitions of the building, or construction of and modifications to small outbuildings requiring communication, planning and budgetary consideration. **All requests for alterations or improvement must be submitted on this form.**

Part 1 – REQUESTOR DATA

From: _____
Name of School/Office Signature of Associate Superintendent/Chief

To: Department of Building Services

Description of Project: (Provide a detailed written description of the desired alterations or improvements including diagrams, scheduling requirements, specific location, etc. Include additional sheets, as needed)

Identify Funding Source: (Provide the funding source. If no funding source is identified, please state that no funding source is identified)

Justification of Project: (State why the project is needed and benefits to your program.)

Date Signature of Chief Administrator/Director/Principal

Part II – AUTHORIZATION TO MOVE FORWARD

Director, Building Services Authorized to Move Forward: Date _____ Denial Date _____
Chief of Supporting Services Authorized to Move Forward: Date _____ Denial Date _____
Facility Advisory Committee/CIP Authorized to Move Forward: Date _____ Denial Date _____
Chief Financial Officer Authorized to Move Forward: Date _____ Denial Date _____

Part III – NOTIFICATION TO REQUESTOR

The above described project is: _____ Approved _____ Denied (The requestor will receive a letter detailing the reasons the project was denied)

Date Director of Building Services