

Instructions:

1. This form is to be used to gain approval for site improvement requests (ref. Board Policy 4110 and Regulation 4110-R1).
2. After the proposed site improvement request is approved by the building principal, it should be sent to Maintenance, where it will be either approved (no more distribution would be needed), or distributed to other pertinent departments for their input and/or approval.
3. Following review of the proposal, the applicant may be asked to modify and resubmit the proposal.
4. The building principal should notify maintenance following installation of improvement for final on-site inspection.

1. Building / Site: \_\_\_\_\_

2. Group Proposing Improvements: \_\_\_\_\_

3. Contact Person: \_\_\_\_\_ 4. Telephone Number: (\_\_\_\_) \_\_\_\_\_

5. Brief Description of Proposed Improvement: (please attach detailed plans including the plan or long term upkeep, if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Funding Source: \_\_\_\_\_

\_\_\_\_\_

6. Desired completion/installation date: \_\_\_\_\_

7. Manufacturer/Supplier: \_\_\_\_\_

8. Who will install? \_\_\_\_\_

**9. Do you need the District to haul away waste materials?** \_\_\_\_\_

To assist the District administrative offices in evaluating the proposed improvement, please submit a drawing indicating the following:

- a. Site plan showing proposed location of improvement.
- b. Construction details, including materials/specifications to be used.
- c. Safety Features or safeguards.

If there are any printed materials describing the proposed improvement, please submit a copy along with your proposal.

Preliminary Approval by building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Received by Maintenance: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: No further distribution needed. Maintenance B-3 Reference Number \_\_\_\_\_ with notification to Building Principal.

To Distribution (for input):

- Risk Management
- Safety Office
- Budget Office
- \_\_\_\_\_
- \_\_\_\_\_
- Project requires modification**

Maintenance review complete, with notification of conditioned approval to building principal.

Project approved as resubmitted with suggested improvements.