This form is to gain approval for site alteration requests.

- After the building principal approves the proposed site alteration request, it should be sent to the Assistant Superintendent of Business & Operations’ Office, where it will either be approved 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 principal will notify the Facility Department following installation for final on-site inspection.

Building/Site ________________________________________________________________

Group Proposing Alterations ________________________________________________

Contact Person ____________________________ Phone __________________________

Brief Description of proposed alteration (please attach detailed plans)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Funding Source ____________________________________________________________

Desired completion/installation date: __________________________________________

Manufacturer/Supplier: ______________________________________________________

Who will install? __________________________________________________________

To assist the District Facilities Department in evaluating the proposed alteration, please submit a drawing indicating the following:
- Site plan showing proposed location of alteration.
- Construction details, including materials/specifications to be used.
- Safety features or safeguards.
  If there are any printed materials describing the proposed alteration, please submit a copy along with your proposal.

Signature: ___________________________ Date: ____________
Principal Approval

Signature: ___________________________ Date: ____________
Maintenance Supervisor Approval

Signature: ___________________________ Date: ____________
District Office Approval

District Office Comments: ____________________________________________________
________________________________________________________________________
________________________________________________________________________

Submit proposal to the Office of the Assistant Superintendent, Business & Operations, at the District Office for approval.
Project is not approved until proposal has been reviewed and accepted by all parties; Conditions of Approval if required will be provided to Project Representative and Site Administrator.

04/2023