

FACILITY IMPROVEMENT REQUEST PROCEDURES

A **Facility Improvement Request** form must be submitted for all interior/exterior work involving changes to the existing campus or facility structures and grounds including small construction, beautification, landscaping, etc., which may include donated time, materials and labor. While these projects may be positive for all concerned in the short term, LISD must evaluate each improvement in regards to lifetime costs, maintenance, and safety of each facility.

Before any improvement is to begin, issues related to the geographic location of future additions or portable buildings, underground utilities, drainage areas, etc., must be considered.

Measures must also be taken to stay in compliance with all applicable federal, state and local regulations – including ADA compliance.

Improvements include but are not limited to:

- Campus/facility beautification including **approved** donations of plants, trees, sod, etc.
- Scout projects including play areas, fences, gazebos, picnic areas, etc.
- PTA projects including flowerbeds, irrigation systems, covered play areas, marquees, etc.
- Booster Club projects including track improvements, field improvements, equipment purchases, etc.

Improvements in the form of an OLA (Outdoor Learning Area) should also be requested through the submission of Facility Improvement Form. Please note that it is the position of the District not to allow the addition of any pond, pond-less waterfall, bog or other “water feature” in any OLA. In addition, we are proactively pursuing water conservation efforts District-wide. For this reason, donated trees or other live plant materials which divert from District standards will not be permitted.

How to submit a request in School Dude Maintenance Direct:

- **Complete the Facility Improvement Request form.**
- **Save or scan to your computer.**

In School Dude Maintenance Direct, follow the below steps:

Step 1: Click New Request.

Step 2: Description:

- **Type Facility Improvement Request**
- **Add a brief summary of the request**

Step 3: Select Craft related to the request.

Step 4: Attach the Facility Improvement Request form that you saved on your computer.

Step 5: Submit

Step 6: Email the appropriate Facility Services Zone Manager a copy of the Facility Improvement Request form.

When final approval or disapproval by Facility Services has been made, a copy of the Facility Improvement Request form will be emailed to the campus requestor (Principal or Facility Administrator).

When the Campus is entering a Purchase Request, attach the approved Facility Improvement Request signed by the Executive Director of Facility Services.

Only after written approval has been granted by LISD, can work begin at the facility.