

# Facility Improvement Request

<input type="checkbox"/>	Approved _____
<input type="checkbox"/>	Disapproved _____ <small>FS Office Use Only</small>

Complete all sections.

## Section A

Date of Request:  Work Order #   
Required for approval.

Campus/Facility: \_\_\_\_\_

Campus/Facility Contact Name: \_\_\_\_\_

Campus/Facility Contact Email: \_\_\_\_\_ Phone#: \_\_\_\_\_

Specific location of improvement: i.e. gym, front office, room #, etc. \_\_\_\_\_

Brief Description: attach drawings, photos, or additional detailed written descriptions.  
\_\_\_\_\_  
\_\_\_\_\_

Will this improvement require any annual upkeep costs to the district? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what is the estimated annual costs of the upkeep? \$ \_\_\_\_\_

## Section B - Funding information required.

<input type="checkbox"/> Campus or Administrative Funds - Account code:	Total Cost of Project
_____	\$ _____
<input type="checkbox"/> Name of Donor - i.e. PTSA/Booster Club, etc	
_____	\$ _____

**Check List of Attachments:**  
For Campus Funded and/or Sponsor Donation, complete the attached forms:

<input type="checkbox"/>	Accurate written description of proposed improvements
<input type="checkbox"/>	Contribution Acknowledgment Form
<input type="checkbox"/>	Commitment of Upkeep

If contracting an outside vendor, additional forms may also be required:

Vendor Name(s): _____	Is this an Approved LISD Vendor?
List all vendors that will be contracted.	Yes _____ No _____
_____	Yes _____ No _____
_____	Yes _____ No _____

<input type="checkbox"/>	Certificate of Insurance forms (see district limits)
<input type="checkbox"/>	Felony Conviction Notification of Vendor
<input type="checkbox"/>	Permit requirements and completed copies of all city forms
<input type="checkbox"/>	ADA requirements, if required
<input type="checkbox"/>	Request For Amended Site Plan, if required

**Approvals Required:**

Campus Principal/Administrator	Date	Facility Services Zone Manager	Date
Assistant Chief of Schools	Date	Director of Facility Services	Date