

BUILDINGS AND GROUNDS INFORMATION REQUEST FORM

When requesting to make changes and/or additions to the school building or school grounds (i.e. PTO projects, donations, grants, etc.), please make sure you involve the Buildings and Grounds office during the planning and process - regardless of how the change or addition is being funded. If requested information is not supplied this request form will be returned and possibly delay the project. This is not a work order but a request to begin the process. Thank you for your cooperation.

Building Name: _____

Person filling out this form: _____

Date: _____

Will this involve changes, additions, removal, or renovations to any of the following building and/or grounds components?

| | | |
|--|---|---|
| Removal and/or additional playground equipment | Y | N |
| Electrical | Y | N |
| Plumbing | Y | N |
| Carpentry | Y | N |
| (ceilings/walls, cabinetry, floor, windows, doors, concrete/asphalt, etc.) | | |
| Heating Ventilation Air Conditioning (HVAC) | Y | N |
| Painting | Y | N |
| Landscaping/Planting/Outdoor project | Y | N |

Description: _____

Building and Grounds Director _____ Date _____

Assistant Superintendent of Operations _____ Date _____

Below for B and G Only:

Date Received: _____

Initial: _____

B & G Form 08/2016