

Facilities Improvements and Repairs Request Process

A completed Facilities Improvements and Repairs Request Form must be submitted to your building principal and the Business Services Department **prior to the purchase of these items**. The request process has two phases.

Phase 1: Facilities Improvements and Repairs Request Form Submission

Using the attached form, complete sections A – E

- **Section A – Originator Information:** Complete all teacher information
- **Section B – Funding:** The funding required to fulfill facilities improvements or repairs requests most often will come from district appropriations under the jurisdiction of the Business Services Department. Rarely – funds may originate from an external organization (eg. playground equipment donated by a PTO). Please provide information regarding the source of funding for the request.
- **Section C – Curriculum & Facilities Alignment:** Please provide an explanation of how this request will impact your classroom instruction and students, and support building and district goals.
- **Section D – Item(s) Requesting:** Complete the quantity, description and cost (if available) information for the item(s) being requested. Building Administrators will be responsible for collecting and prioritizing all requests. Furnishings and equipment requests will be prioritized along with facilities improvements and repairs requests.
- **Section E – Principal Approval:** Submit the completed form to your principal for review and signature. The principal is responsible to prioritizing all requests – requests for repairs and improvements should be prioritized along with equipment and furnishing requests.

Phase 2: Submission and Review of the Request

Once you have completed all sections of the request form and it has been signed by your building principal it should be submitted to the Business Services Department at Central Office (Baker Administration Offices). Your request will be reviewed and you will be notified whether or not it has been approved. You may be contacted during the review process in order to gather more information. Likewise, when necessary, input from other administrative departments may be gathered during the review process.

Facilities Improvements and Repairs Request Form

Section A: Originator Information

Name: _____ Department _____

Building: _____ Room: _____ Phone: _____

Section B: Funding - Business Services Dept. funds facilities improvements and repairs of equipment permanently attached to buildings. Moveable equipment that directly impacts instruction is funded by building or departmental budgets.

Account #: _____

District (Business Services) budget

Contact name: _____

Building budget

OR

Contact email: _____

Department budget

Amount: _____

Deadline: ____/____/____

Section C: Curriculum & Facilities Alignment (if necessary, please attach additional pages)

How will the requested improvements or repairs contribute to authentic and compelling learning experiences for your students?

How do the requested improvements or repairs advance your building goals or align with district goals?

Section D: Item(s) Requesting – List in Priority Order – Principals Will Prioritize All Building Requests

| QTY | ITEM DESCRIPTION | COST |
|-----|------------------|------|
| | | |
| | | |
| | | |
| | | |

Approved Denied

Comments: _____

Reviewed By: _____

Date: _____

Section E: Principal Approval

Principal: _____

Date: _____