

CAPITAL PROJECT/IMPROVEMENT REQUEST

FY 2019

RETURN BY 03/06/18
TO OPERATIONS OFFICE
MAIL CODE 710

BUILDING/DEPARTMENT: _____

SUBMITTED BY: _____

COMPLETE REQUEST MATRIX (IN ITS ENTIRITY)

- I. DESCRIPTION OF PROJECT/IMPROVEMENT
(Give as much detail as possible including location(s) on floor plan or site plan)

- II. REASON(S) FOR REQUEST
 - A. PROGRAM REQUIREMENT (if so, explain)

 - B. CAPACITY REQUIREMENT (if so, explain)

 - C. ENVIRONMENTAL CONDITION/ENVIRONMENTAL AGENCY (health and welfare)

 - D. ADA REQUIREMENT

 - E. SECURITY AND/OR SAFETY

 - F. REPAIR OR REPLACEMENT DUE TO POOR OR LACK OF PROPER FUNCTION (e.g. roof replacement due to constant water intrusion).

- III. CONSTRUCTION ESTIMATE (if available provide source of estimate)

- IV. COMPLETION REQUIRED BY:
 - A. START OF SCHOOL 2018-2019
 - B. BY JANUARY 2019
 - C. BY JUNE 2019

- V. PRIORITY
 1. URGENT-MUST DO (explain consequences)
 2. IMPORTANT-BUT NOT AN EMERGENCY
 3. IMPORTANT BUT CAN WAIT
 4. NICE TO DO-WILL ENHANCE SCHOOL CLIMATE, LEARNING ENVIRONMENT, ETC.

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I. PRIORITY ORDER	II. DESCRIPTION OF PROJECT IMPROVEMENT	III. REASON(S) FOR REQUEST	IV. CONSTRUCTION ESTIMATE	V. COMPLETION REQUIRED BY:
1.				
2.				
3.				
4.				
5.				