

**TECHNOLOGY
PROJECT/IMPROVEMENT REQUEST
FY 2019**

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

BUILDING/DEPARTMENT: _____

SUBMITTED BY: _____

COMPLETE REQUEST MATRIX (All fields)

- I. DESCRIPTION OF PROJECT/IMPROVEMENT
(Provide 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 (Provide as much detail as possible concerning data drops, wireless access, etc.)

- 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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| BUILDING/DEPARTMENT: _____ | | | | |
|-----------------------------------|---|---|--|---|
| 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. | | | | |