

Requestor: If you have a recommended solution, please detail here. Use an additional sheet if necessary. *If this includes the use of specific materials or equipment, please attach all relevant documentation, brochures, designs, etc.*

Requester: What other programs are potentially affected by this special project?

- Learning & Teaching Special Education Athletics Food Services Technology
 Transportation Custodial Other _____

Please forward this project request to program directors for their comment and approval and resubmit to M&O with their comments.

Maintenance and Operations Supervisor: Review the problem, recommended solution, and program impact and comments. Identify the type of request and process the request accordingly.

Type of Request

<input type="checkbox"/> Special Project Assign for Review and Estimates, complete Approval Section: <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Carpentry <input type="checkbox"/> Painting <input type="checkbox"/> Plumbing <input type="checkbox"/> Locksmith <input type="checkbox"/> Equipment Tech <input type="checkbox"/> Grounds	<input type="checkbox"/> Maintenance Work Order Requester If checked, please put request in through the work order system.	<input type="checkbox"/> Corrective Action Requester If checked, please use the Corrective Action Procedure	<input type="checkbox"/> Capital Project M&O Supervisor Forward to District Office for consideration and approval.
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Assigned Review: Review problem and recommended solution. Estimate labor and materials to complete recommended solution OR recommend an alternative solution.

Labor _____ Materials \$ _____ Contract \$ _____ Hours _____ Attach list _____ Attach estimates _____	<p>Alternative Recommendation: Detail an alternative recommendation and assign alternate prices.</p>	Labor _____ Materials \$ _____ Contract \$ _____ Hours _____ Attach list _____ Attach Est. _____
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<p>Special Project Approval /</p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Declined</p> <p>M&O Supervisor Approval</p> <p>_____ Signature</p> <p>_____ Name and Title</p> <p>Reason for declining:</p>	<p>Recommended funding and Acceptance</p> <p>M&O to fund: _____</p> <p>Program/Bldg to fund: _____</p> <p><i>Funding recommendation approved by Asst Superintendent of Ops or Designee (Only required if >\$500 charged to Program/Building).</i></p> <p>_____</p> <p><i>Funding recommendation accepted by Program Director or Principal.</i></p> <p>_____ Signature</p> <p>_____ Name and Title</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Please provide budget code:</p>
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