

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

Special Project

Assign for Review and Estimates, complete Approval Section:

- HVAC Electrical Carpentry Painting
 Plumbing Locksmith Equipment Tech
 Grounds

Maintenance Work Order Requester

If checked, please put request in through the work order system.

Corrective Action Requester

If checked, please use the Corrective Action Procedure

Capital Project M&O Supervisor

Forward to District Office for consideration and approval.

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 _____

Alternative Recommendation: Detail an alternative recommendation and assign alternate prices.

Labor _____
 Materials \$ _____
 Contract \$ _____
 Hours _____
 Attach list _____
 Attach Est. _____

Special Project Approval /

Approved
 Declined

M&O Supervisor Approval

Signature

Name and Title

Reason for declining:

Recommended funding and Acceptance

M&O to fund: _____

Program/Bldg to fund: _____

Funding recommendation approved by Asst Superintendent of Ops or Designee (Only required if >\$500 charged to Program/Building).

Funding recommendation accepted by Program Director or Principal.

Signature

Name and Title

Please provide budget code: