FACILITIES PROJECT APPROVAL FORM

Office of Facilities, Maintenance, Operations & Construction (MOC), Ext. 3250
SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT

1) Site:_____ Principal:_____

2) Proposed Project:_____

3) Estimated cost of project:_____ Requested start date:_____ Source of funding:_____

4) Detailed description of project: Include purpose, drawings, pictures, etc. (Attach additional information as necessary)_____

_____

_____

_____

5) Does this project require additional utility service? If so, what type?_____

_____

6) Location on the site for the project: (Include site plan)_____

_____

7) Attach a proposed project schedule or requested timeline.

8) After the signature of the Principal, please send to the Chief of Facilities & Operations for log-in and routing to the following departments for approval: Director of Elementary or Secondary Education, Manager of Maintenance, Operations & Construction, Director of Information Services, Chief of Facilities & Operations and Director of Business Services. **NO PROJECT MAY COMMENCE WITHOUT PRIOR APPROVAL. FAILURE TO COMPLY MAY RESULT IN A REQUEST TO REMOVE THE PROJECT AT YOUR SOLE EXPENSE.**

☐**Approved** ☐**Approved w/Comments** ☐**Reject**

x_____
Principal Date

☐**Approved** ☐**Approved w/Comments** ☐**Reject**

x_____
Manager, Maintenance, Operations & Construction Date

☐**Approved** ☐**Approved w/Comments** ☐**Reject**

x_____
Director, Elementary Education Date

☐**Approved** ☐**Approved w/Comments** ☐**Reject**

x_____
Chief Technology Officer (if applicable) Date

x_____
Director, Secondary Education Date

☐**Approved** ☐**Approved w/Comments** ☐**Reject**

x_____
Chief, Facilities & Operations Date

☐**Approved** ☐**Approved w/Comments** ☐**Reject**

x_____
Assistant Superintendent of Business Services Date

(Attach additional sheets if necessary)

Revised 6/23/16