

# Walla Walla Public Schools

## FACILITY/GROUNDS MODIFICATION REQUEST

### Procedure

1. The building principal or department director will discuss the scope of the proposed project with interested parties.
2. The building principal or department director will complete and sign the *Facility/Grounds Modification Request* form and send it to the office of the Director of Facilities and Operations.
3. The Director of Facilities and Operations will determine which departments need to give input into the cost estimates for the project and will facilitate obtaining cost estimates from department directors on the *Project Expense* form.
4. The Director of Facilities and Operations will obtain project comments and signatures from appropriate department directors on the *Facility/Grounds Modification Request* form.
5. The Director of Facilities and Operations will submit all project forms to the Chief Financial Officer and Project Committee Group for approval and initials.
6. The Director of Facilities and Operations will then notify the building principal/department director whether or not the project has been approved and have the principal or director agree to final cost estimates and project timeline.
7. The secretary in the Facilities and Operation office will issue a work order number for the project.
8. The Director of Facilities and Operations will schedule the project.