

FACILITIES PROJECT APPROVAL FORM

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

1) Site: _____ Originator Name: _____

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) Who will be handling the installation if required? _____

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

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

8) Attach a proposed project schedule, requested timeline and volunteer waiver (if applicable).

9) After the signature of the Principal, please send to the Director of Facilities, Construction & Maintenance for log-in and routing for approval: **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

Principal Date

Approved Approved w/Comments Reject

Director, Elementary Education Date

Director, Secondary Education Date

Approved Approved w/Comments Reject

Director, Facilities, Construction & Maintenance Date

Approved Approved w/Comments Reject

Manager, MOC Date

Approved Approved w/Comments Reject

Chief Technology Officer (if applicable) Date

Approved Approved w/Comments Reject

Approved Approved w/Comments Reject

Assistant Superintendent of Business Services Date