

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

 x
Principal _____ Date

Approved Approved w/Comments Reject

 x
Director, Elementary _____ Date

Approved Approved w/Comments Reject

Director, Secondary Education _____ Date

Approved Approved w/Comments Reject

 x

Director, Facilities, Construction & Maintenance _____ Date

Approved Approved w/Comments Reject

 x
Field Supervisor, Maintenance _____ Date

Approved Approved w/Comments Reject

 x
Field Supervisor, Grounds/Operations _____ Date

Approved Approved w/Comments Reject

 x

Chief Technology Officer (if applicable) _____ Date

Approved Approved w/Comments Reject

Director, Human Resources _____ Date

Approved Approved w/Comments Reject

 x

Assistant Superintendent of Business Services _____ Date