

**Proposal to Alter School Site
Lakewood School District #306
PO BOX 220 N. Lakewood, WA 98259**

- This form is to gain approval for site alteration requests.
- After the proposed site alteration request is approved by the building principal, it should be sent to the Facility Department, where it will either be approved or distributed to other pertinent departments for their input and/or approval.
- Following review of the proposal, the applicant may be asked to modify and resubmit the proposal.
- The building principal should notify the Facility Department following installation for final on-site inspection.

Building/ Site _____

Group Proposing Alterations _____

Contact Person _____ Phone _____

Brief Description of proposed alteration (please attach detailed plans)

Funding Source _____

Desired completion/installation date: _____

Manufacturer/Supplier: _____

Who will install? _____

To assist the District Facilities Department in evaluating the proposed alteration, please submit a drawing indicating the following:

- Site plan showing proposed location of alteration.
- Construction details, including materials/specifications to be used.
- Safety features or safeguards.

If there are any printed materials describing the proposed alteration, please submit a copy along with your proposal.

Preliminary approval by building principal _____ Date _____

Office Use Only

Date received _____

Approved. No further distribution needed. Work order reference number with notification to Building Principal.

- | | | |
|--|--|---|
| <input type="checkbox"/> Distribute for input: | <input type="checkbox"/> Risk Management | <input type="checkbox"/> Business Office (budget) |
| | <input type="checkbox"/> Safety Office | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Project requires modifications

Maintenance review complete, with modification or conditioned approval to principal.

Project approved as resubmitted with suggested improvements.