

Project # _____

(for office use only)

Facility Modification Request Form
Sweeny ISD

Proposed modifications to school facilities (buildings, utilities, , painting, site work, etc.) must be submitted to Facilities Management for approval using this form.

Part 1. School/Department Information

School or Location:	
School Contact Person:	
Phone:	Email:

Part 2. Summary of Cost and Funding Source(s)
(Facility Modifications will not be approved without an approved funding source.)

Funding source/Budget Code:
Additional Comments:

Part 3. Project Description and Justification for Request

- If your project includes placing any type of new structure on the school campus, please attach a detailed description of manufacturer’s specifications on that product/structure.

Description of the Proposed Project:

Justification for the desired modification:

Requestor:

Signature	Date
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Principal Approval:

Signature	Date
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Technology Approval (if applicable):

Signature	Date
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Finance Approval:

Signature	Date
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Facility & Construction Approval:

Signature	Date
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Any modification that affects capacity or square footage must also have Superintendent approval:

Signature	Date
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If the project is not approved for any reason, the requestor will be notified in writing