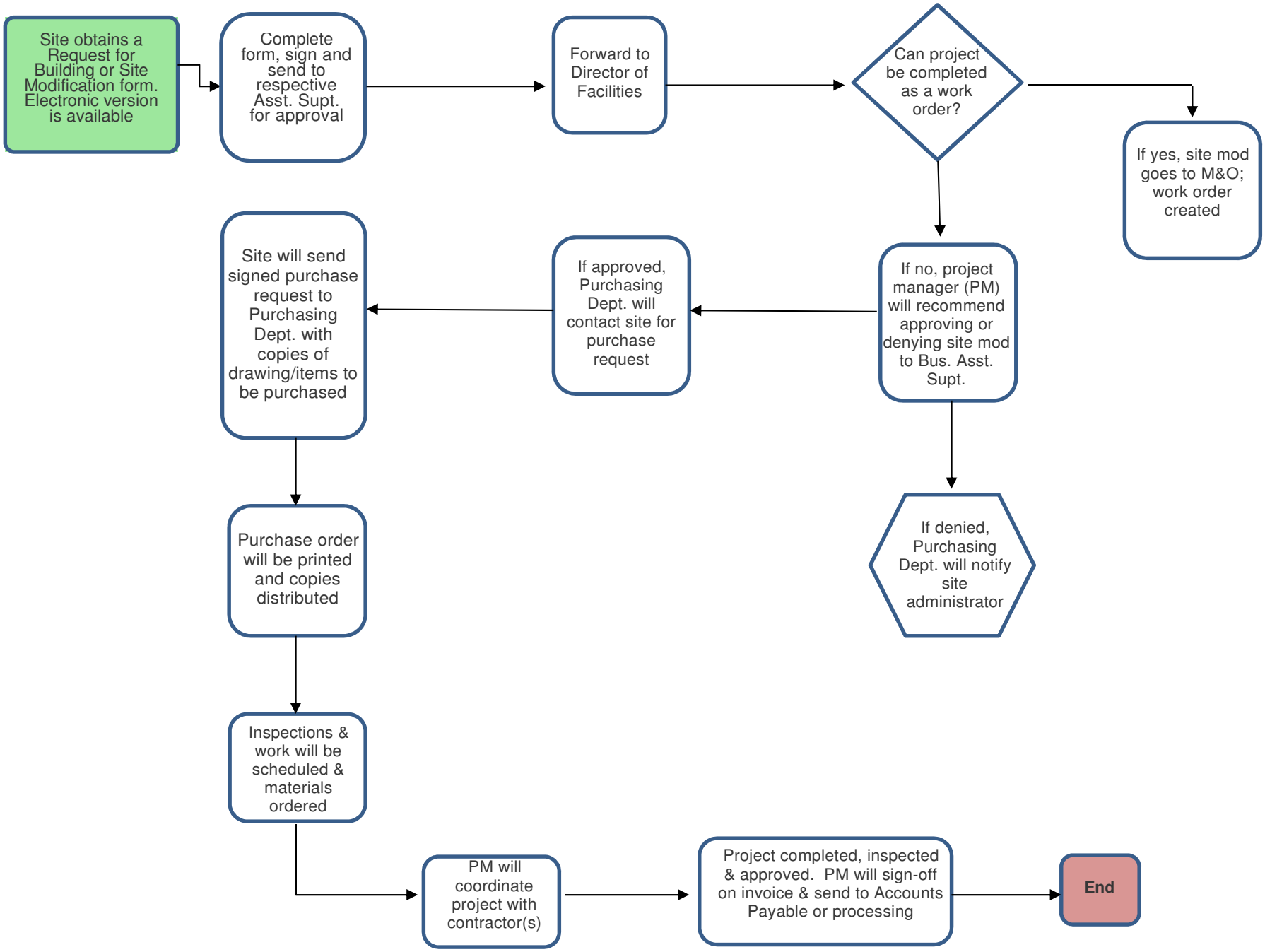
Site obtains a Request for Building or Site Modification form. Electronic version is available
Complete form, sign and send to respective Asst. Supt. for approval
Forward to Director of Facilities
Can project be completed as a work order?
If yes, site mod goes to M&O; work order created
If no, project manager (PM) will recommend approving or denying site mod to Bus. Asst. Supt.
If approved, Purchasing Dept. will contact site for purchase request
Site will send signed purchase request to Purchasing Dept. with copies of drawing/items to be purchased
If denied, Purchasing Dept. will notify site administrator
Purchase order will be printed and copies distributed
Inspections & work will be scheduled & materials ordered
PM will coordinate project with contractor(s)
Project completed, inspected & approved. PM will sign-off on invoice & send to Accounts Payable or processing
End