

Pike County Schools

Facility Change Request Form

Department/School Requesting Change: _____

Date of Request: _____

Requester: _____

Requester's Phone: _____

Requester's Email: _____

Building/Structure: _____

Location: _____

Reason for the Change: _____

*Describe Project: (Explain the Scope of the Project- Including Goals and Objectives)

Department Responsible for Cost: _____

Total Estimate of Project: \$ _____

If there are plans or blueprints, please attach to request.

Request Approval Steps:

- 1 Requestor emails request to Building Principal
- 2 If approved, Principal emails request to the Facilities Director
- 3 If approved, the Facilities Director's Admin Assistant emails request to the Superintendent
- 4 If approved, Superintendent's Admin Assistant emails form to the Facilities Director
- 5 The Facilities Director's Admin Assistant forwards approved request to the individual requesting the change and will keep all records.

Signature of Building Principal: _____

Signature of Facilities Director: _____

Signature of Superintendent: _____

Change request was:

Approved

Denied

Deferred