

GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD
SCHOOL REQUEST FORM for
ALTERATIONS TO SCHOOL BUILDING, GROUNDS and/or CHANGE of USE OF SPACE
Forward completed form to the Manager of Facility Services

School: _____ Submission Date: _____
Principal: _____ Day/Month/Year
Have you reviewed this request with your School Superintendent? Yes No
Is this a change of Use of Space? Yes No Is this an AODA issue? Yes No
Location of work - Room number(s): _____
Description of project or request: (Please attach supporting documentation e.g. site map, quote, etc.)

Funding Source: _____
Estimated Cost: \$ _____ Proposed Completion Date: _____
Day/Month/Year
Principal Approval * In lieu of signature, Principals may provide authorization by emailing the form to the Manager of Facility Services
Is this request for a Service Provider (day care, food service, etc.)? Yes No
Name of Service Provider _____ * In lieu of signature, Service Provider may provide authorization by emailing the form to the Principal

FOR FACILITY SERVICES USE ONLY

Building permit required Fire Code Line locates required AAC
Consider IT cost and consult with IT Consult with Media Centre as appropriate
Update Floor/Site Plan Maintenance Clerk to raise Work Order
If school funds are used, Accounting Department Approval Yes No
Cost to be charged: \$ _____
DIMCOM: _____
Assigned to: _____
Comments: _____

Approved Not Approved

Manager of Facility Services' Signature: _____ Date: _____
Day/Month/Year