



Facility Services
2445 LaPorte Avenue
Fort Collins, CO 80521
(970) 490-3537
facilities@psdschools.org

Site-Requested Project Proposal Form

In support of district policy [EC – Property Management](#), this *Project Proposal Form* will be required for any material change in the intended use of District buildings or grounds, and for projects requiring the management of multiple trades and/or a permit from a regulatory agency. Please submit the completed form to facilities@psdschools.org, along with available supporting documentation (i.e. drawings, photos). Please note, completing this form is not assurance that the project will receive approval. Questions? Contact Facility Services at 490-3537 or facilities@psdschools.org.

Date _____
Site _____
Contact Person _____
Phone _____ **Email** _____
Initial Work Order Number (required): _____

Project Description and Details

Please provide a detailed description/scope of work for the proposed project:

Room number(s)/area affected: _____

Will a product be purchased (i.e. greenhouse, marquee sign, specialized equipment)? Yes No

Note: If yes, please attach any applicable product information, including drawings or photos

Describe any impact to school's programs/services (i.e. Early Childhood, Integrated Services) or neighborhood:

Describe the desired result for students and/or curricular connections:

Project Timelines

Desired Completion Date: _____

Note: Due to scheduling constraints, proposals submitted after March 1 may not be scheduled for completion until the following school year.



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Project Funding

Is this project funded by a grant? Yes No

If yes, please provide all applicable grant information and documentation.

If yes, please note the date funds must be encumbered by: _____

Funding Source (*provide budget code*): _____

Please note that for projects involving a purchase over \$5,000, [Purchasing Department guidelines](#) must be followed. Facility Services will assist with obtaining required documentation.

Additional Information:

Once form is complete and signed by the principal, send to facilities@psdschools.org, along with any documentation or supporting information. Please note that for certain projects, including garden or landscaping projects, it is the site's obligation to continue maintenance on the projects even if current administration, staff, parents, students, or community members may no longer be involved with the site and/or project, with all costs paid by the budget code provided above.

Site Approval:

 Principal Date

Authorization:

 Executive Director of Operations Date

 Assistant Superintendent Date

 Executive Director of Information Technology
(if applicable) Date

For Office Use Only

Attachments: Floor plan/site plan Product Specifications Estimate/Quotes

Estimated Initial Cost (*attach all documentation*): _____ **Ongoing Cost:** _____