

**BUSINESS AND GENERAL SUPPORT SERVICES**

**SUBJECT: Site Initiated or Donated Facility Improvements, Additions or Modifications**

Site managers wishing to complete building or site improvements, additions or modifications, and/or purchase equipment to be permanently installed or attached to the site or facility must receive prior approval from the Superintendent, Division Head, or Director. The information listed below shall be submitted to the Assistant Superintendent, Governmental Relations and Support Services.

The Director of Support Services will assist with:

1. A description or work order by the manager or his/her designee of the improvement, addition, modification or equipment, and how it will benefit the school and/or program.
2. Funding method and source(s) for the proposal and/or, if a donation is involved, details of the source, age, life expectancy and any conditions that accompany the donation.
3. A timeline for implementation.
4. Estimated ongoing maintenance and other ongoing costs of the project.

If the improvements (etc.) do not exceed \$1,000.00 or change the structural integrity of the building, the request should be directed through Maintenance and Operation. All others should be directed through the Director of Support Services.