



## PROPOSAL TO MODIFY SCHOOL PROPERTY

All employees are required to obtain prior written permission of the Administrative Director before adding to, removing from or otherwise modifying school property

Submitted By: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Area of Building to be Modified: \_\_\_\_\_

Proposed Modification (Detailed description of project) attach additional sheet if needed.

Reason for Modification:

Plan for Completion:

- ☐ Modification to be completed by outside contractor
- ☐ Modification to be completed internally

Modification Completed By:

Completion Timeline:

Itemized materials List (attach addition sheet if needed):

Cost of materials:

Office Use

- ☐ Modification Approved
- ☐ Modification Denied

Reason for Denial:

\_\_\_\_\_  
Administrative Director