

Maintenance – Technology – Project Planning Form

This form should be submitted by a building administrator for any project or change in facility or equipment which involves the following: office or room construction, office swaps or personnel relocation, adding staff to an existing space, grants involving purchase and installation of new equipment, or any other instance which may require either electrical or network changes or additions. Please submit to Director of Technology.

School name _____ Date Submitted _____

Signature of Principal/Director: _____

Reason for request: _____

Priority: _____ Desired Completion Date _____

Budget Code(s): _____

If this involves moves to staff, please complete the following:

Affected staff	Room number	Previous Room	Staff member involved in planning process	
			Yes	No

For internal use only

Date Received _____

Site Review	Date	Initial	Needs
Electrical			
Network			
Construction			
Other (specify)			

Proposed actions:	<i>Maint or Tech</i>
1.	1.
2.	2.
3.	3.
4.	4.
Project changes:	<i>Maint or Tech</i>
1.	1.
2.	2.
3.	3.
4.	4.
Maint. Cost Estimation	
Tech. Cost Estimation	

Technology director signature _____ Date _____

Maintenance director signature _____ Date _____