



## FACILITY IMPROVEMENT PROJECT APPLICATION

Complete this form and attach additional pages if necessary. Call 503-356-4450 for assistance.  
Once signed by building Administrator, submit to: Nathan Potter, Administrator for Maintenance Services via email ([nathan\\_potter@beaverton.k12.or.us](mailto:nathan_potter@beaverton.k12.or.us)) or fax 503-356-4491

Date: \_\_\_\_\_ School/Building name: \_\_\_\_\_

Project Contact(s):

Name	Daytime phone	Email address
		@beaverton.k12.or.us

Overall project description and location on property (attach drawings, if available):

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Target Date (Please explain): \_\_\_\_\_

Anticipated Cost for Project: \$ \_\_\_\_\_

Is a budget in place for this project? Yes / No

If "yes," funding source(s) for budget: \_\_\_\_\_

### **SIGNATURES**

Primary applicant and Administrator please check the boxes next to each statement and sign verifying agreement with and acknowledgement of the following responsibilities.

Applicant:

- ☐ I understand that we will not proceed with this project until the pre-project meeting with a District Coordinator is held
- ☐ I understand that this project must be done meeting all necessary regulations and codes applicable to work in a public school building

Sign: \_\_\_\_\_

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

Administrator:

- ☐ I approve of the proposed work to take place at this facility
- ☐ I understand that this project may have Title IX implications. Should that be determined, the project scope may need to change in order to accommodate the necessary requirements.
- ☐ I understand that work should not begin until the pre-project meeting is held with the District Coordinator

Sign: \_\_\_\_\_

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

This area for Facilities Dept. Use Only

Additional information needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved \_\_\_\_\_ initial & date      Approved w/Conditions \_\_\_\_\_ initial & date      Disapproved \_\_\_\_\_ initial & date

District Coordinator Assigned: \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

The District reserves the right to cancel, suspend or modify your project if it is in the interest of the District. Any project not completed within one year of the approval date is subject to reapplication for the project approval and possible revised conditions.