

FACILITY MODIFICATION JOB AID

Path from Initiation to Completion:

1. Facility Modification Packet (FMP) is initiated at the campus or department level.
2. Campus Principal or Department Leader signs the FMP and routes it to their E-Team member (departments) or Assistant Superintendent (campuses).
3. E-Team/Assistant Superintendent reviews and if approves, signs the FMP and routes it to the Chief Operations Officer (COO).
4. COO reviews the request and routes the FMP to either the Design & Construction Department or Facilities Department for processing.
5. Design and Construction or Facilities will assign the request to a Project Manager (PM).
6. Project Manager reviews the FMP, possibly contacts the campus with questions, visits the site and makes recommendations.
7. COO reviews the processed FMP request for approval or presents the findings to the E-Team before making final approval determination.
8. If FMP is approved and a Right of Entry Form (ROE) is required, the campus will receive a completed form to be signed by the parent group or organization and return to the sender.
9. The signed ROE by the requestor is returned to the PM and then sent to COO's office to be processed and sent to Legal for the Superintendent's signature.
10. Once the ROE is executed by the Superintendent, the work associated with the FMP can be scheduled to begin. All work associated with the FMP are to be coordinated by the requestor to the Project Manager who then follows the FMP through completion.

Important Notes to Remember:

- Facilities Modification/Project work cannot begin until written approval is received from the Design and Construction Department or Facilities Department Project Manager.
- If the work effort is to be completed by a vendor and contracted by the campus or a parent group, please include copies of all completed forms and an email from Risk Management indicating approval of insurance.

We appreciate all of our campuses and their parent groups for their interest and support in campus improvements. We will keep you informed of any additional information that is needed as we process your request as quickly as possible.