

TO: ADMINISTRATORS, OFFICE STAFF, DIRECTORS, and BUILDING SUPERINTENDENTS

**FROM: Dennis Van Horn, Associate Superintendent for Business Affairs
Scott Wieskamp, Director of Facilities & Maintenance**

SUBJECT: FACILITY ALTERATION REQUESTS

The TMA System is to be used to submit facility alteration requests. *These are to be submitted for alterations or improvements to the facility.* The work being requested will be considered for budget and completion pending the availability of funds.

- A. Examples of an alteration request are:
- ✓ Additional shelves and new cabinets
 - ✓ Tack board and marker board
 - ✓ Area remodeling
 - ✓ Lighting, add or remove
 - ✓ Walls, add or remove
 - ✓ Doors, add or remove
- B. The following priorities, established by the board of education, are considered (in no particular order):
- ✓ Correction of safety and health deficiencies
 - ✓ Housing of students
 - ✓ Renovation projects to meet program requirements, including outdoor space
 - ✓ Maintenance projects needed to maintain the integrity of current LPS buildings
 - ✓ Repair/renovation of District facilities
 - ✓ Parking
 - ✓ Security

The following items should be included when a facility alteration request is submitted:

1. Name of requestor must be entered.
2. Phone number.
3. Email address.
4. Repair Center (CMF)
5. Use specific location – room number, area of grounds, etc.; always use the room number and not the room name.
6. Provide accurate and complete description, indicating where alteration is needed in a particular room (i.e., west wall). Use the cabinet catalog for ordering cabinets. Attach a drawing of what is needed. Justification must be given for all facility requests.
7. Indicate that it is a “Facility Alteration Request.”

Lincoln Public Schools

Services

Work Request Form

E-Mail Address:	<input type="text"/>	*Required field
Requester:	Larry Miller	* Required field
Repair Ctr:	Not sure <input type="text"/>	*Required field
Account #:	<input type="text"/>	
Phone #:	<input type="text"/>	* Required field
Location ID:	<input type="text"/>	
Building:	Supply and Distribution Center <input type="text"/>	*Required field
Room #:	*A1, Asphalt - *A1 <input type="text"/>	* Required field
Department:	<input type="text"/>	
Tag #:	<input type="text"/>	
Request:	<input type="text" value="* Required field"/>	

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