

**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.”

⌵ Select your Facility

⌵ Select your Building

⌵ Submit your Request

**Request Form for Facilities & Maintenance**

1.	*Name:-----	J. Kleager
2.	*Phone #:-----	1072
3.	*E-mail Address:-----	jkleager@lps.org
4.	*Repair Ctr:-----	CMF - Facilities and Maintenance ▾
5.	*Location:	▾
	Account #: <b>Do not use</b>	▾
7.	Tag Type:	Location ▾
8.	Tag #:	▾
6.	*Request:	▾

\* Are required fields

**SAMPLE**