

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

**FROM: Mark Shepard, Associate Superintendent for Business Affairs
Scott Wieskamp, Director of Facilities & Maintenance**

SUBJECT: FACILITY ALTERATION REQUESTS

The TMA System is to be used to submit work 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 #: Do not use	▾
7.	Tag Type:	Location ▾
8.	Tag #:	▾
6.	*Request:	▾

* Are required fields

SAMPLE