

Project Request Form

Calhoun Christian School

Date Submitted: _____

Thank you for your initiative to help CCS! The use of this form is intended to improve the communication of your requirements to insure the best results will be achieved.

This form must be submitted to the office for approvals before any changes or investments are made to the school building or property. This includes changes or updates to paint colors or schemes, landscaping, new signage, adding or removing fixtures, any repairs or structural modifications, and associated hardware or equipment changes within the building or property.

If in doubt, submit this form with your proposal before starting any work.

1. Project TITLE: _____
2. Project Leader / Submitted By: _____
3. Phone Number: _____ Email: _____
4. Is this change permanent or temporary: _____
5. Estimated Start Date: _____ Estimated End Date: _____
6. Work schedule (must not impact learning environment): _____
7. Estimated Cost of Materials: _____
8. Source of Funding (Donations, Fund Raiser, School Budget): _____
9. Estimated Contractor Costs, or specify Volunteerism: _____

DETAILED REQUIREMENTS (attach documentation as necessary):

Attach simple sketches, drawings, or layouts to completely describe the scope of your project, including part numbers, color codes, suppliers, quotes, etc.:

10. _____

(Attach additional details as required)

SAFETY:

Will this project cause safety concerns, both during & after completion, such as:

11. Noise, trip or falling hazards: _____
12. Chemical hazards, fumes, burns, inhalation: _____
13. Shock hazards, exposed wires or connections: _____

Please describe any other potential safety concerns to be managed:

14. _____

Impact to Daily Operations of the School, Including Estimated Cost Savings:

Does this project increase or decrease long-term maintenance efforts? Explain:

15. _____

Does this project have an impact on utility usage? Explain:

16. _____

Does this project have an impact to daily classroom learning? Explain:

17. _____

Office use below this line

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Please track the progress of this project using the check boxes in sequence below.

Signature and Date are required at the time of each checkmark.

- Office scanned to B&G & hardcopy to mailbox: _____
- B&G approval of plans and intended outcome: _____
- Finance approval for non-budgeted funding: _____
- Administrator approval, including fundraising process: _____
- Copy to Project Leader to authorize work, & filed in office:** _____
- Completed Project Approval Sign-off by B&G: _____