



RIVERVIEW SCHOOL DISTRICT
Proposal to Improve or Modify School site
Proposal # _____

Building Bridges to the Future

Instructions:

- This form is to be used to gain approval for site improvement requests.
- **After the proposed site improvement request is *approved by the building administrator*, it should be sent to maintenance, where it will either be approved (no more distribution would be needed), or distributed to other pertinent departments for their input and/or approval.**
- Following review of the proposal, the applicant may be asked to modify and resubmit the proposal.
- The building administrator should notify Maintenance following installation of improvement for final on-site inspection.

Building / Site: _____

Group Proposing Improvements: _____

Contact Person: _____ Telephone Number: _____

Authorized by Bldg Administrator: _____ Date: _____

Brief description of Proposed Improvement or Modification (please attach detailed plans): _____

Secured Funding Source: _____

Desired completion/installation date: _____

Manufacturer/Supplier: _____

Who will install? _____

To assist in evaluating the proposed improvement, please submit a drawing indicating the following:

- Site plan showing proposed location of improvement
- Construction details, including materials/specifications to be used.

For Office Use Only

Date Received by Maintenance: _____

Approved No further distribution needed. Maintenance Approved: _____ Date: _____

To Distribution (for input)

Risk Management

Funding Source Authorized

Project required modification

Maintenance review complete, with notification of conditioned approval to building administrator

Project approved as resubmitted with suggested improvement