



**Coronado Unified School District
Site Improvement Project Request Form
(Site or Community Sponsored Modifications to CUSD Property)**

Written authorization is required from the Department of Facilities/Maintenance and Operations before proceeding with any site (building and/or grounds) improvement. Please allow thirty (30) days for Facilities/Maintenance and Operations to review your Site Improvement Request.

1. Date: _____

2. School: _____

3. Contact Name: _____

4. Contact Organization: _____ Daytime Phone: _____

5. Contact Address: _____

6. Describe Proposed Project:

7. Please **attach a site plan** and show the proposed project location.

8. Cost estimate for proposed project (including planning, design, materials, implementation, etc.):

9. Will there be ongoing costs for proposed project once implemented? YES NO

10. List funding source(s) (i.e. SITE, PTA, etc.) and CUSD budget code:

11. Are funds available now? YES NO

12. Anticipated implementation schedule: (please identify month, day and year)

Start Date: ___/___/_____ Completion Date: ___/___/_____

13. Please provide any additional information (such as: photos, drawings or specifications) that might be helpful to Facilities/Maintenance and Operations in its evaluation of your request.

| |
|---|
| <p>SITE IMPROVEMENT REQUEST FORM SITE ADMINSTRATOR APPROVAL</p> <p>I am aware of the proposed project described above (initial) _____ I have the following comments/concerns:</p> <p>_____</p> <p>Principal Approval: Signature: _____ Date: _____</p> |
|---|

| |
|--|
| M&O Approval: Signature: _____ Date: _____ |
| Tech Approval: Signature: _____ Date: _____ |
| Cabinet Approval: Signature: _____ Date: _____ |