

Site Improvement Request Form

Bakersfield City School District
Maintenance and Operations Department
1501 Feliz Drive – Bakersfield, CA 93307
Phone: 661-631-5883 FAX: 661-834-9986

SITE IMPROVEMENT REQUEST FORM

This form must be completed in full and then approved PRIOR to the start of this school site project.

Requested by: _____ Entered by: _____
Site/school: _____
Type of project: _____
Reason for project: _____
Contact name: _____ Phone no.: _____

Clearly and completely describe the project and all materials to be used.
 Provide a desired installation schedule and list any additional assistance that may be required.

Funding source: _____

Vendor/service provider (if any): _____

Detailed description:

Site improvement requests are considered additions to existing facilities—unrelated to routine maintenance.

Approved by:

Site administrator: Print name: _____ Signature: _____ Date: _____

Area Administrator: Approved Denied Initial: _____ Date: _____

Asst. Supt.,
Business Services: Approved Denied Initial: _____ Date: _____

M&O Director: Approved Denied Initial: _____ Date: _____