

Project # _____

(for office use only)

Facility Modification Request Form
Carroll County Public Schools

Proposed modifications to school facilities (buildings, utilities, site work, etc.) must be submitted to Facilities Management for approval using this form.

Part 1. School Information

School or Location:	
Principal's (Administrator's) Signature: (Required)	Date:
School Contact Person:	
Phone:	Email:

Part 2. Parent/Group/Non-Profit Agency Volunteer Information (if any)

Name of Parent/Group Volunteer:		
Contact Person:		
Phone:	Fax:	Email:

Part 3. Summary of Cost and Funding Source(s)

(Facility Modifications will not be approved without an approved funding source.)

Funding source/Budget Code:
Additional Comments:

Does this request involve a grant? Yes No

If yes, briefly describe critical dates and requirements for compliance.
