

Room Change Request Form

Process:

Requests to alter rooms in any school must be routed through the Principal/Director. Room alterations include, but are not limited to, changes in room function or changes causing any type of mechanical, electrical, carpentry or technology work. If approved by the Principal/Director, the request will be forwarded to the CFO utilizing this form. If approved, the CFO will consult with the Property Services and Technology Departments to verify cost estimate, establish a timeline, and, if necessary, prepare a request for proposal.

In the case of teachers swapping classrooms with no changes required (other than changing phone numbers), the Principal can simply send the CFO an e-mail identifying the teachers & room numbers (e.g., Mr. Smith from Rm C2 to Rm C8; Ms. Jones from C8 to C2).

Directions:

At the bottom of this page, identify the reason for the change, estimated cost, funding source and desired timeline.

Identify the school and room number on each page.

On page 2, sketch the room as it currently exists. Be as specific as possible, identifying all furniture, doors, windows and other significant features. The scale should be approximately $\frac{1}{4}'' = 1 \text{ ft}$. If the form isn't large enough, simply identify and use a smaller scale.

On page 3, sketch the proposed changes to the room. Please pay particular attention to changes related to doors, windows, furniture, sinks/plumbing, technology equipment, heating source (radiators/unit ventilators), thermostats, and electrical/data/phone outlets.

School: Hiawatha

Room #: 19

Reason for Change: Part of Board-approved renovation plan. Centrally locates, and co-locates, the Principal & Admin Assistant. Also allows for Kitchen expansion & renovation

Estimated Cost: Approximately \$8K for labor/mat'l's related to the demo of existing space and addition of walls, windows & outlets. No furnishing costs.

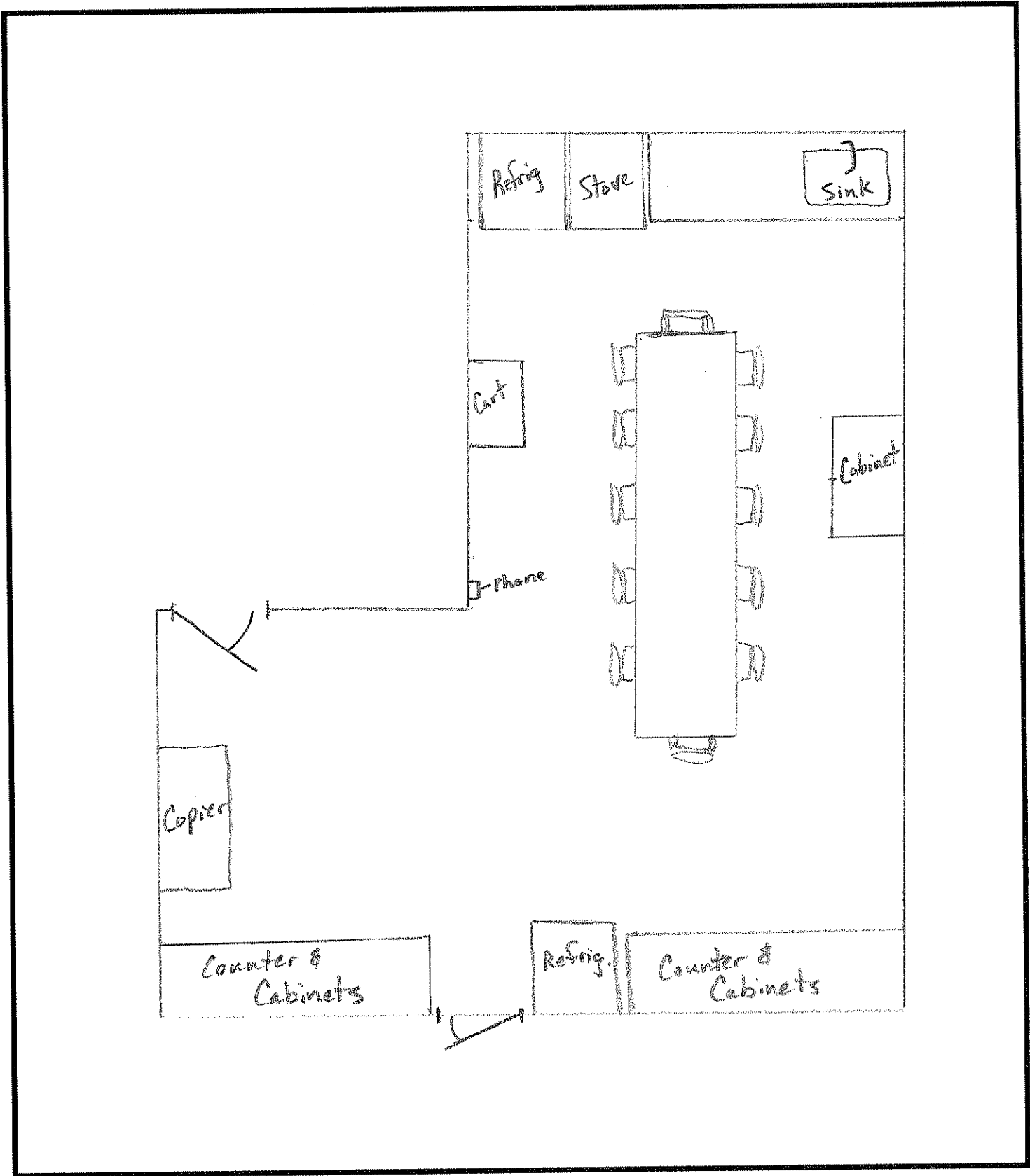
Funding Source: Enter renovation is estimated at \$100K.
\$100K is budgeted in the FY'09 Capital Plan (D134500004-450)

Desired Timeline: Jun-Aug 2009

Existing Conditions

School: Hiawatha

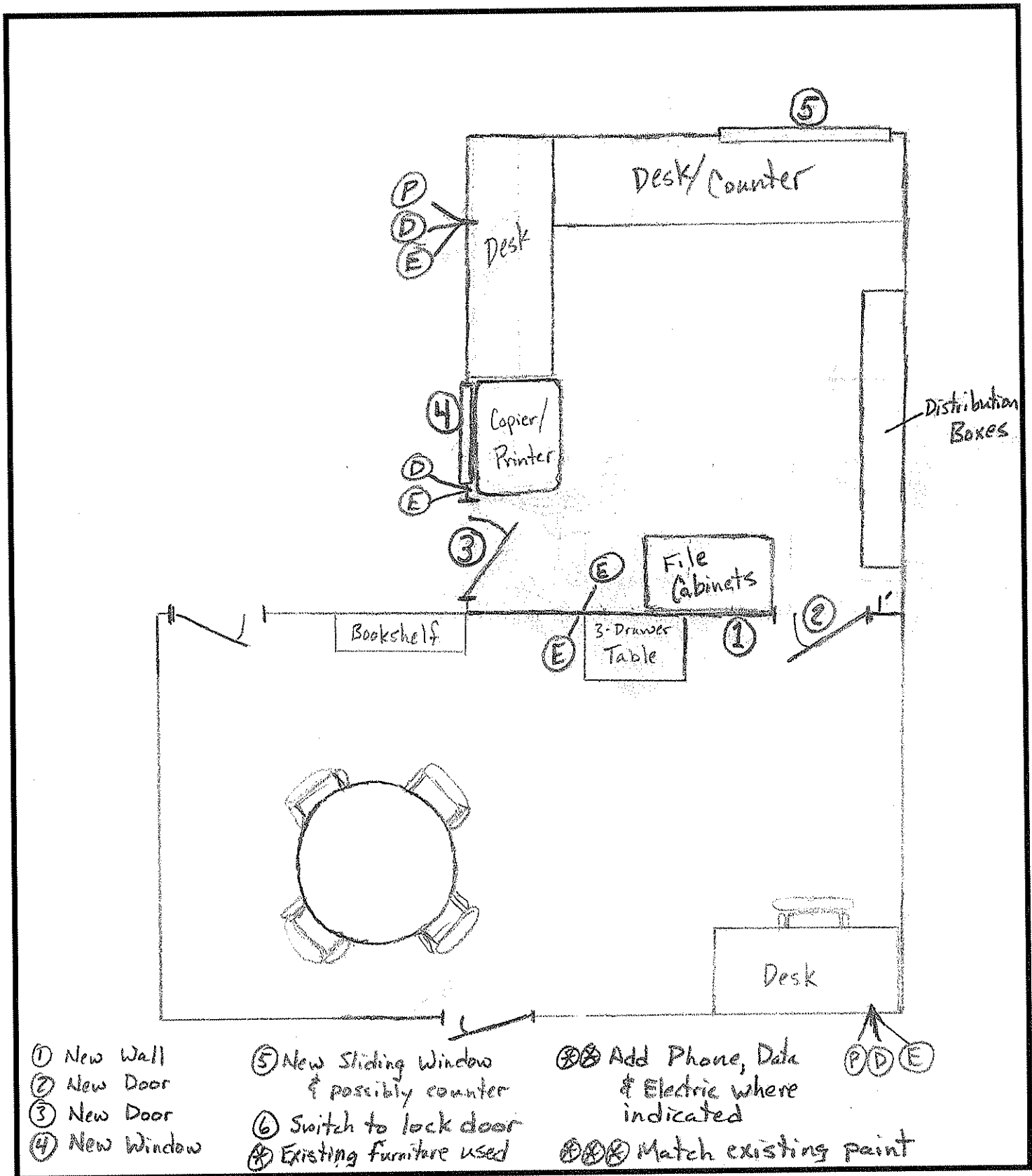
Room #: 19



Proposed Changes

School: Hiawatha

Room #: 19



- ① New Wall
- ② New Door
- ③ New Door
- ④ New Window

- ⑤ New Sliding Window & possibly counter
- ⑥ Switch to lock door
- ⊗ Existing Furniture used

- ⊗⊗ Add Phone, Data & Electric where indicated
- ⊗⊗⊗ Match existing paint