



# MORRISVILLE-EATON CENTRAL SCHOOL DISTRICT

Form BG-1

## SUMMER MAINTENANCE (>\$1,000) REQUEST FORM

Summer 20\_\_\_\_\_

This form is to request capital projects, including major maintenance, remodeling and energy projects. A capital project request must have a minimum value of \$1,000.

Submit Form to Building Principal. The principal will then review and submit to the Dir. of Buildings & Grounds.

### Description of Project(s) to be completed.

Location (building and room number): \_\_\_\_\_

Project:

Location (building and room number): \_\_\_\_\_

Project:

Location (building and room number): \_\_\_\_\_

Project:

Location (building and room number): \_\_\_\_\_

Project:

**Submit to Building Principal by date listed in Budget Planning Manual**

**Due to the B&G Director by date listed in Budget Planning Manual**

Approved      Principal: \_\_\_\_\_      Date: \_\_\_\_\_.

B&G Dir.: \_\_\_\_\_      Date: \_\_\_\_\_.

Admin Team: \_\_\_\_\_      Date: \_\_\_\_\_.