

Facilities Modification Request

Bangor Township Schools

ONE PROJECT PER FORM

Request must be submitted 60 days prior to the proposed start date of the project.

Proposed Start Date:	Proposed Completion Date:
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- **Building and Site will not process your Facilities Modification Request without a principal's signature, the appropriate administrator's signature for facilities, and the superintendent's signature**
- **Forward the completed Facilities Modification Request to Director of Facilities**

Part 1. School Information

School or Facility:	
Principal's (Administrator's) signature: (Required)	Date:

School Contact Person:

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

Name of Parent/Group Volunteer:

Contact:

Phone:	Fax:	Email:
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- **A copy of the site plan/floor plan is required for each project. If you need assistance obtaining these plans, please contact Kurt Pake @ 684.8121 ext. 1204 or pakek@bangorschools.org.**
- **Will this facility modification affect student capacity? Yes _____ No _____**

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Part 3. Project Description and Rationale for Request

Brief description of Project. _____ Interior Modifications _____ Exterior Modifications

Please check only one box. One project per form.

(If your project involves placing any type of new structure on the school campus, please attach a detailed description of manufacturer’s specifications on that product/structure.)

Facilities Modification Request will not be processed without an approved funding source(s). Verification of funds is required before final approval.

Part 4. Summary of Cost and Funding Sources(s)

Funding source(s) / Budget code:	
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Any Additional Comments:

Does this request involve a grant? _____ Yes _____ No If yes, briefly describe critical dates and requirements for compliance.