

# MINOR CONSTRUCTION PROJECT REQUEST

## Pflugerville ISD

In order to expedite the process of requesting work in school facilities above what would be considered a normal maintenance request, this Minor Construction Project Request is to be completed and submitted for review. The definition of “normal maintenance request” would be items such as repairs to a light fixture, a plumbing leak, replacement of a broken window, etc. The definition of a Minor Construction Project Request is:

- Any project that alters the current condition, physical appearance and/or building function (such as painting, adding a wall, enclosing a space, construction of a device inside a classroom, adding/changing floor types, etc.)
- Any project that requires the addition of building components such as power outlets, data outlets, etc.
- Any projects to be performed by contractors outside of District personnel (such as PTO projects, outside vendor installations, donated items requiring power/data/furniture, etc.)
- Any project with an estimated cost of \$500 or more using either outside forces or in-house maintenance.

This review process is needed to ensure that there are no violations to life safety and building codes, compliance with Americans with Disabilities access issues and to ensure the building is able to support additional applications to its power and data structure, as well as compliance to other mandated programs that may not be common knowledge, such as the Texas State Integrated Pest Management Law, TEA’s building standards and local ordinances.

### *Requestor:*

1. Fill out all applicable areas on the attached form. Be sure to include in the description, any requirements for additional power and/or data, as well as any project that will use existing power/data to support your needs.
2. Give this request to your Principal for review. After the Principal reviews and approves the Request, it should then be sent to the Support Services and Facilities office.
3. Once approved by Support Services, if deemed necessary, the Request will be forwarded for review by the Cabinet. This process may take a few weeks, so please allow enough time for review when you submit your project request.  
*\*Proceeding with a project without approval is subject to the project being rejected and removed.*

Please use additional paper, as needed, in filling out the request, and provide photos, drawings, prints, etc. to help describe the project.

**TO: PFLUGERVILLE ISD, FACILITIES**

**CAMPUS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **ROOM:** \_\_\_\_\_

**DESCRIPTION OF PROJECT:**

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**Completion date requested:** \_\_\_\_\_

**Request for PISD workers or outside contractor:**

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**Equipment and supplies needed:**

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**Funded by:**

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**Maintained by:**

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**Additional electrical or data outlets:**

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**Curricular programs utilizing this space:**

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**Long-range budget impacts for equipment and supplies AND long-term funding:**

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**Other considerations:**

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**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cabinet approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FACILITIES REVIEW**

**Project:** \_\_\_\_\_

**Date received:** \_\_\_\_\_

**Date reviewed:** \_\_\_\_\_

- **Coordination meeting required**

Staff required:

Construction Coordinator

Maintenance Coordinator

Technology Director

Accounting Department

Superintendent

Assistant Superintendent

Athletic Director

Curriculum Department

Secondary Staff

Primary Staff

Other \_\_\_\_\_

- **Coordination meeting NOT required**

**CONSTRUCTION & MAINTENANCE REVIEW:**

If additional power is required, is it available and what is the cost to install?

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Are there any structural restraints to this request?

Yes

No

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Is there any part of this work that cannot be completed by Maintenance?

Yes

No

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Are any special tools or safety equipment needed?

Yes

No

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Will any building services be disrupted?      Yes      No  
\_\_\_\_\_  
\_\_\_\_\_

Other concerns/constraints/comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total estimated costs:** \_\_\_\_\_

**Technology Review:** \_\_\_\_\_

**Any additional data required?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other concerns/instructions/comments:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVED:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To be completed:**      ASAP      As assigned

**DENIED:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reason:** \_\_\_\_\_  
\_\_\_\_\_

Board Agenda Item: \_\_\_\_\_ Board Meeting

*BOARD APPROVED* on \_\_\_\_\_ (date)