

# Facility Project Request Form



Department of Facilities Management  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 West Gude Drive, Suite 4300 • Rockville, Maryland 20850  
240-740-7700

*For new work, school-based projects, and projects not covered through maintenance work orders (including changes and modifications to existing facility)*

DFM TRACKING #

Work Order #

/ /  
Date Received

**INSTRUCTIONS:** Please complete this form and sign electronically. **The completed form should be submitted through the Asset Essentials Work Order system as an attachment. Alternately email the completed form to [DFMcallcenter@mcpsmd.org](mailto:DFMcallcenter@mcpsmd.org).**

School Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Principal \_\_\_\_\_ Phone \_\_\_\_-\_\_\_\_-\_\_\_\_

Principal's designee (primary project contact) \_\_\_\_\_ Approximate cost of project \$ \_\_\_\_\_

### Funding source:

- PTA or private funding (See [BOE Policy CNE](#))
- School funds, IAF account (See [BOE Policy CNE](#))  
*Funding Description (school fund raiser, grant, etc.)*  
\_\_\_\_\_
- Funding not identified
- Other, please identify \_\_\_\_\_

### Type of project:

- Playground equipment
- Landscaping or courtyard (attach site plan w/project location)
- Change of existing space to a new use  
(location i.e., room number, floor, etc.) \_\_\_\_\_
- School sign (attach site plan with sign location)
- Other, please identify \_\_\_\_\_

Who is being proposed to accomplish the project (check one):

- Outside contractor hired by PTA or \_\_\_\_\_ (Attach contractor proposal)
- MCPS approved contractor
- DFM Maintenance or Construction Staff
- Volunteers/community members
- Other, please describe \_\_\_\_\_

Please provide a short description of the requested project and/or attach a project description and information. *(Providing a thorough description and associated information reduces the time for the evaluation/approval process.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments: Please attach additional information that would assist our review of the proposed project. Attachments may include proposals, contractor quotes, site plans, drawings, sketches, markups, additional description, etc.

Description of attachments \_\_\_\_\_

*I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.*

Approved by \_\_\_\_\_, Principal Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
*By signing, the principal is endorsing this project and certifying that, if approved, the project will be implemented in accordance with the final approval plan.*

### Internal Office Use Only

#### Project Request Decision

- Approved
- Denied

#### Contractor

- As listed above
- Other \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Cost \_\_\_\_\_