

Facility Project Request Form



Department of Facilities Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 West Gude Drive, Suite 4300 • Rockville, Maryland 20850
240-314-1000 • Fax 301-279-3003

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 saved to your desktop (or desktop folder) and then e-mailed to FPR@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 _____