

Project Name: Veterans Memorial	Date: 10/20/2023
---	-------------------------

Requestor Name(s): Johannah Vanatta

Requestor Department(s): NA

Provide building name(s) and room number(s): High school Aux Gym hallway adjacent to counselors wings

List stakeholders: *(Stakeholders are individuals, departments or others who would be impacted by this request, and those who should have knowledge of the requested modification. Stakeholders include anyone who works or has reports/programs located in the building of the request. Please ensure that all stakeholders are involved with the request. If all stakeholders are not involved, the request could be subject to a lower priority.)*

Community Veterans, Social Studies Department, high school community (students and staff)

Do all stakeholders support this request? If no, why?

I would hope so

Indicate what the space will be used for - Instruction, Office, Storage, Other (please describe):

Memorial space for veterans having served

Describe the request in detail:

To recreate a memorial for veterans from branches or military

Why is this request needed (please provide justification, benefits to students, department, district, or community)?

The memorial is being moved from the previous exterior location to an interior location. Other exterior locations were considered however, the interior placement provides for a weatherproof and agreeable memorial. Since the district does not have a history “wing” or department the location within the high school is an ideal location to celebrate and recognize those veterans who have served and provide a space to add names when needed.

Please provide any support data.

After conducting some minor research other districts have interior locations with a similar structure. The district does not want to leave the veterans unrecognized; therefore, the location and memorial suggestion.

What are the implications if the request is not approved?

The veterans may not have a memorial or a different location will need to be found.

If this request is asking to change space utilization (e.g., convert classrooms to offices) is there a plan to mitigate the lost space?

N/A

Are there any personnel implications – will the modification require hiring new employees?

N/A

Does the request require new furnishings or technology?

N/A

What is the desired timeline for the request to be completed?

ASAP

Please provide estimated costs and funding source:

General Budget

Please provide a rough sketch of your request (contact campus services if you need a floor plan):



Required Signatures: Please have requestors and all listed stakeholders sign and date to ensure they were part of this process.

Name:	Signature:	Date:
Requestor: Johannah Vanatta	<i>Johannah W. Vanatta</i>	10/20/2023
Building/Department Admin		
Superintendent		

Facilities Modification Request Form

Form Instructions:

The Facilities Modification Request Form is managed and used by the Facilities Department to gather, understand, and prioritize all requests for facilities modifications. The facilities department then provides a prioritized list to the Superintendent and/or designee with the purpose of advising them on the best course of action. Please fill out the form to the best of your ability and include as much information as possible.

When to use the request form: The facilities department realizes facilities modifications come in all different sizes making it difficult to provide an exact definition for when it is necessary to use this form. The facilities department asks that you use your best judgement and use the following as guidelines.

USE this form for facilities modifications that include remodel/renovation/new construction:

- Redesigning space(s), including, moving departments, adding space, changing walls, painting, signage, etc. (temporary posters or banners are to be initialed by the building administrator)
- Room repurposing, including, changing from classroom to office, lab space to lecture space, etc.

Facilities Modification Request Form

DO NOT USE this form for minor repairs to buildings, grounds, offices, etc. Minor repairs should be submitted via work order.

If you have questions whether or not to use the form, please contact the Facilities Advisory Committee Chair.

Request process and timeline: It is recommended that all facilities modification requests be worked on with your respective administrator. The process and timeline will be reviewed annually by the Facilities department to ensure an open, efficient, and fair process.

All donations to the district must have board approval (policy 702)

Process and Timeline	
Sept – Nov	Facilities department begins facilities modification request process –
	Facilities director asks direct reports for facilities modification requests
	Facilities director/designee and/or requestor(s) work together to fill out the Facilities Modification Request Form
Dec - Feb	Requests are submitted to Facilities director no later than December 1 for requests for the following school year
	Requests are reviewed and prioritized
March 1	Prioritized list presented to Superintendent and School Board if applicable