Project Name: Chartiers Valley/AHN Cobranded Folding Chairs	Date: 11/6/2023

Requestor Name(s): Shalyn Muraco

Requestor Department(s): Chartiers Valley Athletics

Provide building name(s) and room number(s): High School (to be used in multiple spaces

**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.)

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

Indicate what the space will be used for - Instruction, Office, Storage, Other (please describe): Wherever folding chairs are utilized

Describe the request in detail: Cobranded folding chairs with AHN and Chartiers Valley on them

Why is this request needed (please provide justification, benefits to students, department, district, or community)? We will be using the new chairs in conjunction with our other set. This will include any events that are held in the HS/MS gymnasium.

Please provide any support data.

What are the implications if the request is not approved? None

If this request is asking to change space utilization (e.g., convert classrooms to offices) is there a plan to mitigate the lost space? No

Are there any personnel implications – will the modification require hiring new employees? No

Does the request require new furnishings or technology? No

What is the desired timeline for the request to be completed? As soon as possible

### Please provide estimated costs and funding source: \$4,613.50

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

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

Name:	Signature:	Date:
Requestor	Shalyn Muraco	11/6/23
Building/Department Admin	Zack Hayward	11/6/23
Superintendent		

## **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.

**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 <u>all facilities modification requests be worked on</u> <u>with your respective administrator</u>. 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				
	Facilities department begins facilities modification request process –				
Sept –	Facilities director asks direct reports for facilities modification requests				
Nov	Facilities director/designee and/or requestor(s) work together to fill out the Facilities				
	Modification Request Form				
	Requests are submitted to Facilities director no later than December 1 for requests for the				
Dec - Feb	following school year				
	Requests are reviewed and prioritized				
March 1	Prioritized list presented to Superintendent and School Board if applicable				

Project Name: Chartiers Valley/AHN Cobranded Door Wraps	Date: 11/6/2023

Requestor Name(s): Shalyn Muraco

Requestor Department(s): Chartiers Valley Athletics

Provide building name(s) and room number(s): Athletic Training Room Interior and Exterior Doors

**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.)

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

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

Describe the request in detail: Cobranded door wraps with CV and AHN Logos

Why is this request needed (please provide justification, benefits to students, department, district, or community)? These wraps will be used to help easily identify the location of the athletic training room.

Please provide any support data.

What are the implications if the request is not approved? None

If this request is asking to change space utilization (e.g., convert classrooms to offices) is there a plan to mitigate the lost space? No

Are there any personnel implications – will the modification require hiring new employees? No

Does the request require new furnishings or technology? No

What is the desired timeline for the request to be completed? As soon as possible

### Please provide estimated costs and funding source: \$1,265.60

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

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

Name:	Signature:	Date:
Requestor	Shalyn Muraco	11/6/23
Building/Department Admin	Zack Hayward	11/6/23
Superintendent		

## **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.

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- Room repurposing, including, changing from classroom to office, lab space to lecture space, etc.

**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 <u>all facilities modification requests be worked on</u> <u>with your respective administrator</u>. 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				
	Facilities department begins facilities modification request process –				
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	Modification Request Form				
	Requests are submitted to Facilities director no later than December 1 for requests for the				
Dec - Feb	following school year				
	Requests are reviewed and prioritized				
March 1	Prioritized list presented to Superintendent and School Board if applicable				

<b>A</b>	Cart #: 10782417   Purchase Order #: NEED   Cart Name: Gym Sideline Chairs   Quote Date: 10/16/2023   Quote Valid-to: 11/13/2023   Payment Terms: NT30   Ship Via:   Ordered By: Shalyn Muraco				
BSN SPORTS DBIAs, TX 75284-1393 Dallas, TX 75284-1393 Phone: 800-527-7510 Fax: 800-899-0149 Visit us at www.bsnsports.com					
Contact Your Rep <b>Dave Fuhrman</b> Email: <b>dfuhrman@bsnsports.com</b>	n   Phone:412-477-1673				
Sold to 1183646 CHARTIERS VALLEY HIGH SCH 50 THOMS RUN RD BRIDGEVILLE PA 15017-2835 USA	Ship To 1183646 CHARTIERS VALLEY HIGH SCH Athletic Office 50 THOMS RUN RD BRIDGEVILLE PA 15017-2835 USA	Payer 1183646 CHARTIERS VALLEY HIGH SCH 50 THOMS RUN RD BRIDGEVILLE PA 15017-2835 USA			
Item Description		Qty		Unit Price	Total
"The Edge" Digitally Printed Chair Item # - 1383871		30 EA	\$	144.95	\$ 4,348.50
		Subtotal:			\$4,348.50
		Other:			¢0.00
					\$0.00
		Freight:			\$0.00 \$265.00
					• • • •
		Freight:			\$265.00
		Freight: Sales Tax:	d:		\$265.00 \$0.00

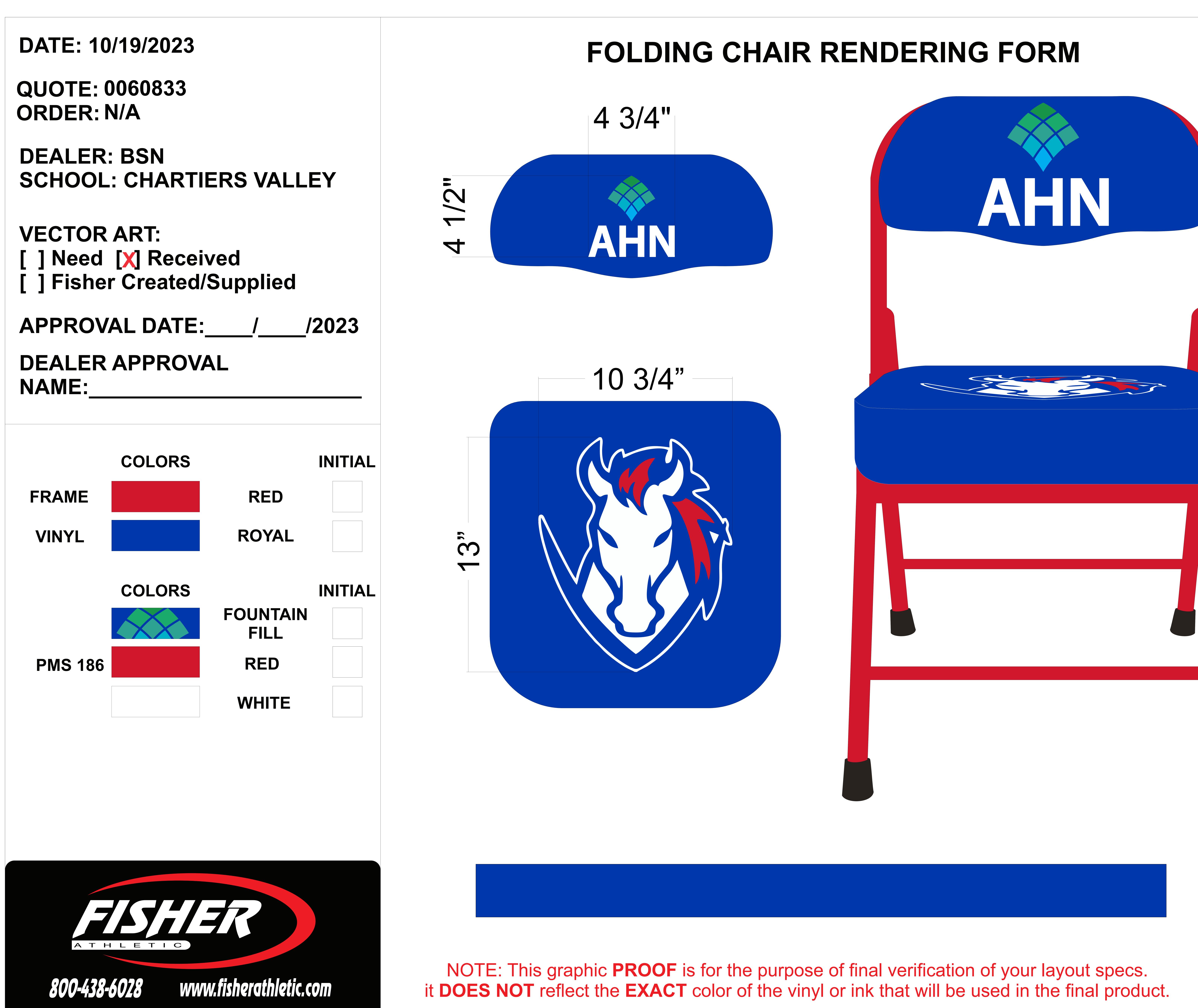


novum-designs.com

Payment Terms: Net 30

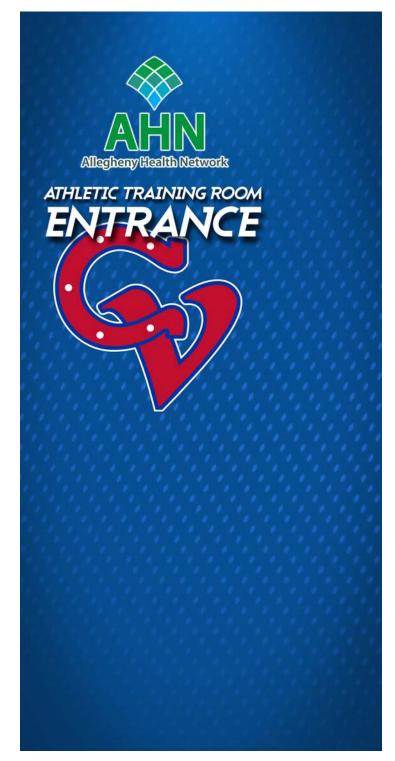
	Date: 10/30/2023			
DESCR	PTION: Athletic Door Wraps			
Bill To:	Chartiers Valley School District 2030 Swallow Hill Road Pittsburgh, PA 15220-1699 US	Installed:	Chartiers Valley School District 2030 Swallow Hill Road Pittsburgh, PA 15220-1699 US	
<b>Requested By:</b> Shalyn Muraco Email: smuraco@cvsd.net		<b>Salesperson:</b> E Entered By: E	David Barringer David Barringer	
Ce	ell Phone: (814) 462-6737 Tax ID: 76-02175-5		-	
NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Athletic Training Room Doors (side window)	2	\$277.345	\$554.69
1.1 1.2	Premium Digital Calendered Vinyl (F Part Qty: 1 Width: 36.00" Height: 80.00" In House Installation -	Permanent Adhesive) - Doors Lamination - Lamination Type: MACtac PF6315 Permacolor Textured Slip-Resistant Flo	oor	
2	- # of Hours: 0.5 Athletic Training Room Doors (side: window)	2	\$355.455	\$710.91
2.1	Premium Digital Calendered Vinyl (F Part Qty: 1 Width: 36.00" Height: 80.00" Premium Digital Calendered Vinyl (F	<b>Lamination</b> - Lamination Type: MACtac PF6315 Permacolor Textured Slip-Resistant Flo	oor	
	Side Part Qty: 1 Width: 20.00" Height: 80.00"	<b>Lamination</b> - Lamination Type: MACtac PF6315 Permacolor Textured Slip-Resistant Fle	oor	
2.3	In House Installation -			
	- # of Hours: 0.5			
Terms <sup>.</sup>	50% with order		Subtotal:	\$1,265.60
	e: Upon pickup or installation.		Taxes:	\$0.00
	stimation of art charges upon receipt c	of file.	Grand Total:	\$1,265.60

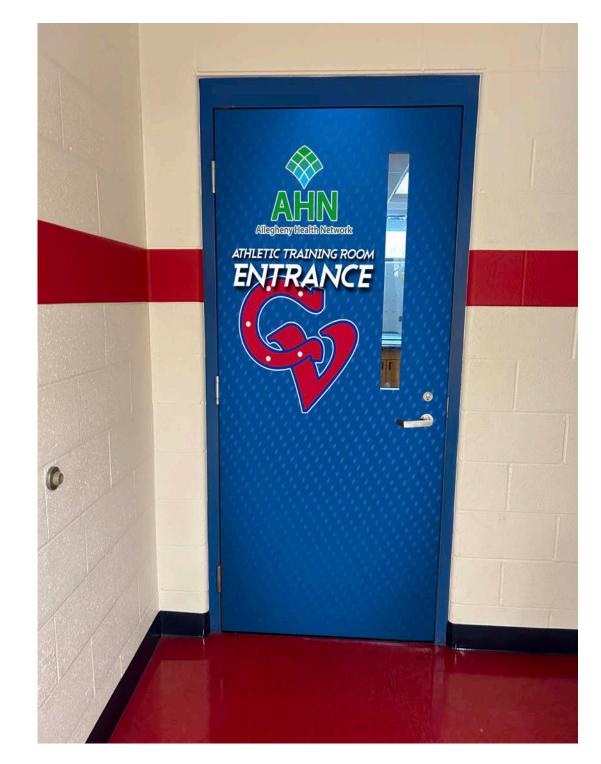
Final estimation of art charges upon receipt of file. \*Design service after receipt of deposit.\*











MOCK-UP

ATHLETIC TRAINING ROOM ENTRANCE DOOR WRAP | OUTSIDE

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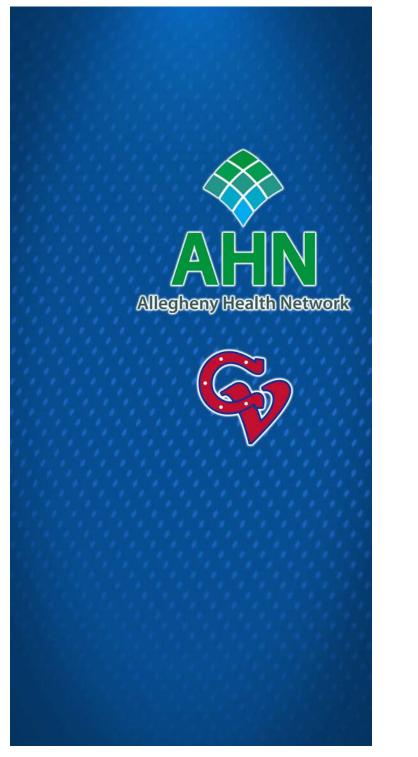
## Details

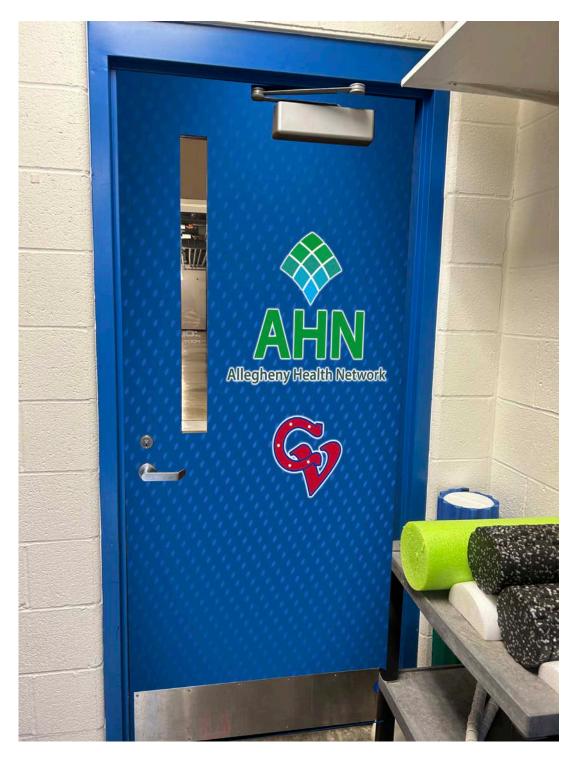
Designer. Chris M. **Job No**. 32953 Date. November 3, 2023





18 West Steuben Street NOVUM Pittsburgh, PA 15205 designs P: 412-922-0422





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ATHLETIC TRAINING ROOM ENTRANCE DOOR WRAP | INSIDE

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# Details

Designer. Chris M. Job No. 32953 Date. November 3, 2023





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#### ATHLETIC TRAINING ROOM DOOR WRAP | OUTSIDE

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