

# Atlanta Public Schools

Department of Facilities

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## ***Construction Management Team***

### **Facility Improvement Request – Standard Procedures**

December 1, 2022

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1. The procedure is to be used whenever a request is being made that will require an addition, or modification to the building. This includes, but is not limited to, permanent wall reconfiguration or placement, minor construction, permanent building enhancement, total building system replacement (painting, flooring, plumbing, mechanical system, etc.).
2. Complete a Facility Improvement Request form.
3. Any request of this nature must be reviewed, approved and the form signed by your Associate Superintendent, Senior Cabinet Member, Executive Director or other appropriate leadership team member prior to being forwarded to the Department of Facilities Office.
4. Your request must include school name, date of request, description of request, reason for request.
5. Please provide any technical information that you may have (drawings, sketches, specifications, etc.). If you do not have this information someone from the Department of Facilities will be assigned to work with you in its development.
6. Your request will be evaluated for feasibility and immediate needs, the relation to long-range capital improvements plans for your facility as well as to the capital projects funding that is available at that time.
7. If funding is identified and if the request is approved, you will be contacted by the Department of Facilities to develop a plan for implementation.
8. You will be notified of the status of your request in a timely manner.
9. Please note that the work may be performed by internal Department of Facilities staff or an outside contractor as determined by Department of Facilities leadership. All work will be under the direction of a Department of Facilities Staff of work unit or an APS Project Manager.