

Atlanta Public Schools

Facilities Service Department

Construction Management Team

Capital Project - Request Procedures

July 1, 2013

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 Capital Improvement and or Space Re-Allocation Request form.
3. Any request of this nature must be reviewed, approved and the form signed by your Executive Director and the appropriate representative from Curriculum and Instruction (e.g.; C&I, Media, CTAE, etc.) prior to being forwarded to the Facilities Services office.
4. Your request must include school name, date of request, description of request, reason for request and approval signature of your Executive Director and C&I.
5. Please provide any technical information that you may have (drawings, sketches, specifications, etc.). If you do not have this information someone from Facilities Services 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 Facilities Services to develop a plan for implementation.
8. You and your Executive Director will be notified of the status of your request in a timely manner.
9. Please note that the work may be performed by internal staff or an outside contractor as determined by Facilities Services. All work will be under the direction of a Facilities Services work unit or Project Manager.