

To: Building Principal or Administrator

From: Chris Meyer – Maintenance Supervisor

Date: September 16, 2015

Re: Capital Outlay Requests

It's already that time of year again for us to review the needs in the district. I am going to help facilitate the requests for replacing or purchasing needed equipment, or making improvements or necessary modifications to the buildings. . We are setting a few guidelines for Capital Outlay Requests this year to help the approval process be more expedient. The requests for Capital Outlay Funds for building upkeep and improvements.

REQUESTS GUIDLINES:

- Safety/ADA Concerns
- New furnishing (i.e. carpet, desks, playground equipment, etc) in rooms due to wear and tear
- Equipment that will help better facilitate working or learning environment
- Remodels that will help better facilitate working or learning environment
- Major repairs of roofs, window replacements, HVAC (I will do the leg work on these projects, if you have specific concerns please contact me)
- Requests must be at least \$2500.00 or more
- The project or equipment must be building upkeep or improvements
- Technology requests must be given to technology.

Remember to keep this in mind while completing your requests. This is usually how items are prioritized.

- Life Safety/Health
- Building Upkeep (replacement of infrastructure)
- Furnishings (replacement of desks, carpet, etc)