

Building on SD 43 Property?



Provide:

- ✓ Letter of support
- ✓ a finalized funding plan
- ✓ construction plan
- ✓ Proof of community access

- Form 565-1 Approval Request – Adventure Playground
- Form 565-2 Technical Approval of Proposed Adventure Playground Equipment Installation
- Facilities Work Request Form

FACILITIES WORK REQUEST (over \$2,500)	
SCHOOL NAME: _____ WORK ORDER #: _____	
<ul style="list-style-type: none"> • For maintenance work estimated <u>over \$2,500</u> and all minor renovations, capital work, and school funded work. • Routine requests for maintenance, deliveries, security or key cutting should be submitted through Web Work. • Emergency requests should be telephoned to the maintenance shop. • FAX to 604-939-6400 OR send by MAIL BAG to Facilities at the Board Office. 	
JOB DESCRIPTION	
Proposed Funding Source Account #: _____ School Funds – Invoice _____ PAC _____ Other _____	Approval of Work Signature of Principal: _____ Date: _____
FACILITIES USE ONLY	
<small>If account code is RECVRBL or FUNDMP, highlight in yellow and send RECVRBL or FUNDMP approval memo with estimate to principal or other Approval Authority for account number and signature. Memo located at http://departments/facilities/annual/Shared Documents/Facilities Forms/RECVRBL or FUNDMP approval.doc</small>	
Date received: _____ <small># sample memo if applicable</small> RECVRBL or FUNDMP Approval Rec'd & App'd _____	<small>(Web Work Instructions in brackets)</small> ACCOUNT CODE: _____ <small>(Change to Status 6 – WZST)</small> Labour: \$ _____ Material: \$ _____ Contract: \$ _____ Total Estimate: \$ _____ <small>(Change to Status 3 – WZAPPR)</small> ASST DIR OF OPERATIONS: _____ <small>(Change to Status 4 – APPR)</small> DATE APPROVED: _____ <small>(Enter approval date in charges)</small> Make a copy for Facilities Manager TO MAINTENANCE: _____
Note: _____ _____ _____	