

THE HOWARD COUNTY DEPARTMENT OF EDUCATION
10910 Route 108, Ellicott City, Maryland 21042
(410) 313 6600

IMPROVEMENTS TO SCHOOL SITES OR SCHOOL FACILITIES

PROPOSAL

Date: _____

To: Director of School Facilities

From:

(Name)

(Address)

(Telephone)

Representing: _____
(Name of organization if appropriate)

I/we submit for your consideration and advancement if appropriate a proposal affecting the

(Name of site or facility)

This proposal may be described as follows:

1. What is the intent of the proposal?
2. What form will it take (attach sketch/drawings or detailed plan) ?
3. What precautions will ensure health and safety?
4. What security is provided against vandalism and unauthorized use or occupancy?
5. How will the improvement relate practically and aesthetically to existing structures and landscaping?

6. Estimate probable costs both initial and operating, together with source(s) of funding.

7. How much labor will be required and who will provide it?

8. What amount of time will be needed to do the job?

In submitting this proposal, I/we know and understand the policy of the Howard County Board of Education entitled "Improvements to school Sites or School Facilities" and will support its implementation relative to this project should my/our request be approved.

Submitted:

Signature(s) of initiator(s)

ACTION RECORD

1. Proposal received on _____ by _____.
(Date) (Name)

2. Evaluation of proposal completed _____, by (check as appropriate):

Director, School Facilities _____
(date)

Manager, Safety, Environment
and Risk Management _____
(date)

Chief Operating Officer _____
(date)

Project approved _____ not approved _____

Conditions (if any):

3. Project schedule:

Begun: _____

Completed: _____

Notes (if any): _____