

**SCHOOL INITIATED PROJECT**

DATE: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

NAME OF FACILITY/SCHOOL/SITE: \_\_\_\_\_

DESCRIPTION OF PROJECT: \_\_\_\_\_

**COST OF THIS PROJECT \$**

NAME OF CONSTRUCTION COORDINATOR: \_\_\_\_\_

**PRINCIPAL CHECKLIST FOR PROJECT INITIATION**

**MAKE SURE YOU HAVE ALL INFORMATION NEEDED BELOW BEFORE SUBMITTING**

PTO OR BOOSTER PROJECT	PTO /BOOSTER MINUTES	YES	NO
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(must include approved project)

DOES THIS PROJECT REQUIRE ARCHITECTURAL DESIGN	YES	NO
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NAME OF FIRM \_\_\_\_\_

DO YOU HAVE QUOTE/ESTIMATE OF PROJECT	YES	NO
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IS VENDOR PREQUALIFIED _____	INSURANCE _____	YES	NO
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HAS POLICY 7230.01, 6320 AND 6321 BEEN FOLLOWED	YES	NO
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GENDER EQUITY LETTER (provided by principal)	YES	NO
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**MUST BE DISTRICT WIDE EQUITY AMONG ALL SCHOOLS**

**IS PERMITTING REQUIRED (If so, CBO Letter must be attached)	YES	NO
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\*\* When permits are pulled insurance & licensure will be checked

IS LONG-TERM MAINTENANCE REQUIRED	YES	NO
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**FOR NEW FACILITY OR EQUIPMENT**

DO YOU HAVE FINANCIAL ABILITY TO COMPLETE PROJECT	YES	NO
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**ALL FUNDS MUST BE LOCATED IN SCHOOL ACCOUNT PRIOR TO SUBMITTAL**

**COMMENTS**

**SIGNATURES**

PRINCIPAL:	DATE:
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CONSTRUCTION COORDINATOR:	DATE:
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DANIEL ALLBRITTON - CONSTRUCTION:	DATE:
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JUNE KAIL - PURCHASING (If applicable):	DATE:
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TODD STUPSKI - RISK MGMT (If applicable):	DATE:
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KATHLEEN RODGERS - TITLE IX:	Via Board Docs	DATE: Via Board Docs
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SCOTT HANSEN - STUDENT ACTIVITIES :	Via Board Docs	DATE: Via Board Docs
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LIVETRA PAUL - INTERNAL AUDITOR:	DATE SUBMITTED ON BOARDDOCS:
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