



Dublin Unified School District
Operational Services
Site Alteration Request

- SAR -

Please complete this form to alter any (1) existing and site-owned buildings, (2) existing service systems that are integral parts of the building, and (3) existing land improvements. Please include the following:

- (1) Site Map showing exact location of alteration.
- (2) Any quotes or other specific information about the alteration.
- (3) Allow a minimum of two (2) weeks for approvals.
- (4) Site will bear all costs associated with this alteration.

Date		
Site		
Requestor		
Title		
Contact Number		
Type of Alteration		
Description of Alteration		
Reason for Alteration		
Estimated Amount		<i>Note: Maintenance & Operations cannot fund the alteration out of the maintenance budget.</i>
Funding Source		

Operational Services Use Only

Conditions

___ c-trane requirements:

- (a) set on a 4" concrete slab
- (b) not more than 20' in length
- (c) minimum 30' from building
- (d) painted to match school color

___ ped gate requirements:

- (e) create work order request if forklift is required to off-load equipment

Approvals

- ___ Site Administrator
- ___ Chief Facilities
- ___ Operations Officer

Approved with Conditions

Chief Facilities Operations Officer Date