



Facility/Site Improvement Request

Administrative Procedure: 701.1

Date Adopted: 11/1/2002

Dates Reviewed: 10/6/2006, 3/23/2011, 12/15/2014

Section: 700 NON-INSTRUCTIONAL OPERATIONS

Date Revised: 6/25/2018

Please print.

Date: _____

Individual Requesting: _____

Name of Building/Department: _____

Address and P.O. Box: _____

City: _____

State: _____

Zip: _____

Phone: _____

1. Please describe the suggested improvement(s): _____

2. Please describe the educational impact said improvement(s) will have: _____



MOORHEAD
AREA PUBLIC SCHOOLS

Independent School District 152

Probstfield Center for Education

2410 14th St. S., Moorhead, MN 56560 ■ Fax: 218-284-3333

www.moorheadschoools.org

■ Superintendent: 218-284-3330

■ Assistant Superintendent for Learning and Accountability: 218-284-3310

■ Human Resources and Operations: 218-284-3350

3. What is the estimated cost of said improvement(s): _____

All facility/site improvement work must be approved by the executive director of human resources and operations and the director of property services. Prior to their review, Administrative Procedure 701.1 (Facility/Site Improvement Request) must be completed.

Upon request being granted, I/we agree to all of the above conditions.

Signature, Title, and Building/Department

Executive Director of Human Resources and Operations

Date: _____

Director of Property Services

Date: _____

Please send form to Director of Property Services 1330 30th Avenue South, Moorhead, MN 56560.

(For office use only.)