



Independent School District 152



1313 30th Ave. S., Moorhead, MN 56560



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Facility/Site Improvement Request

Administrative Procedure: 717.1

Section: 700 NON-INSTRUCTIONAL OPERATIONS

Date Adopted: 11/1/2002

Date Revised: 06/25/2018

Dates Reviewed: 06/25/2018

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: _____

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

All facility/site improvement work must be approved by the executive director of operations and emergency management. Prior to their review, Administrative Procedure 717.1 (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

Please send the form to the Executive Director of Operations and Emergency Management.

Operations Center
1330 30th Avenue South
Moorhead, MN 56560

(For office use only.)

Executive Director of Operations and Emergency Management Approval

Date