

**Facilities Modification Request  
Wake County Public School System**  
(Form is also available at [www.wcpss.net/forms/facility-mod-packet.pdf](http://www.wcpss.net/forms/facility-mod-packet.pdf).)

**ONE PROJECT PER FORM**

Request must be submitted **60 days** prior to the proposed start date of the project.

Proposed Start Date:		Proposed Completion Date:	
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**Facility Planning will not process your Fac Mod without a principal's signature, the appropriate administrator's signature for facilities other than schools, or a respective cabinet member signature.**

- Forward the completed Fac Mod to Elizabeth Sharpe, Facility Planning, WCPSS or e-mail to: [Esharpe@WCPSS.net](mailto:Esharpe@WCPSS.net)
- If you have any questions please contact Elizabeth Sharpe at 856-3700.

**Part 1. School Information**

School or Facility:	
Principal's (Administrator's) signature: (Required)	Date:

School Contact Person:
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Phone:	FAX:	Email:
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**Part 2. Parent/Group/Non-Profit Agency Volunteer Information (if any)**

Name of Parent/Group Volunteer:
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Contact:
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Phone:	Fax:	Email:
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- A copy of the site plan/floor plan is required for each project. If you need assistance obtaining these plans, please contact Elizabeth Sharpe @ 856-3700 or [Esharpe@WCPSS.net](mailto:Esharpe@WCPSS.net).
- Will this facility modification affect student capacity?  Yes  No



## Facilities Modification Request Wake County Public School System

Does this request involve a grant?  Yes  No **If yes**, briefly describe critical dates and requirements for compliance.

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### Part 5. Contractual Services Information (If appropriate)

Identify the contractors proposed to perform the work. (Contact Person, Phone Number, E-mail Address) Include with this information their North Carolina Contractors' license number(s).

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### Part 6. Insurance information (If appropriate)

Attach a copy of liability, automobile and workman's compensation insurance certificate(s) showing coverage currently in force for all licensed contractors and architects/engineers (\$1 million is required for liability and automobile insurance).

### Part 7. Architectural and/or Engineering Work (If appropriate)

Identify proposed architect and/or engineers involved in the project design, and contact information.

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Please send a set of the architect or engineer sealed drawings of the proposed design to Facility Planning, WCPSS, attached to the Facilities Modification Request.

**Any structure being constructed on Wake County Public Schools' property will need to be reviewed by the following municipal organizations prior to the start of construction.**

- **Appropriate municipality (city or town, or Wake County)**
- **Department of Public Instruction**
- **Department of Insurance**

**Failure to do so could result in the school being fined. These fines would be the responsibility of the individual school.**

**A copy of all comments will need to be submitted to Facility Planning for review, as part of the approval process.**

**If you are requesting the demolition of a structure on Wake County Public Schools' property, please contact Elizabeth Sharpe @ 856-3700.**

- Forward the completed Fac Mod to Elizabeth Sharpe, Facility Planning, WCPSS or e-mail to: Esharpe@WCPSS.net
- If you have any questions please contact Elizabeth Sharpe at 856-3700.

**Copies of the approved/denied Fac Mod will be forwarded to all persons involved with the project once all reviews are complete**

**FOR OFFICE USE ONLY**

Facility Planner, Project Manager		Project No:		Date Received	
Comments:					
Any funding available from your department? Yes No Amount Contributing _____					

Maintenance & Operations		Date Received		Date Reviewed	
Comments:					
Any funding available from your department? Yes No Amount Contributing _____					

Technology Project Manager		Date Received		Date Reviewed	
Comments:					
Any funding available from your department? Yes No Amount Contributing _____					

Educ. Program Reviewer		Date Received		Date Reviewed	
Comments:					
Any funding available from your department? Yes No Amount Contributing _____					

