

**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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Facilities Design & Construction 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 Facilities Design & Construction

**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

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**Part 3. Project Description and Rationale for Request**

Brief description of project.  Interior Modifications  Exterior Modifications

*Please check only one box. **One project per form.***

(If your project involves placing any type of new structure on the school campus, please attach a detailed description of manufacturer's specifications on that product/structure.)

**(If your project involves change in use of space due to planned changes in the educational program, please have the Planning Worksheet Addition/Elimination or Relocation of Program Space Request (copy attached) approved by Instructional Services before submitting this request.)**

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**Fac Mods will not be processed without an approved funding source(s). Verification of funds is required before final approval.**

**Part 4. Summary of Cost and Funding Source(s)**

Funding source(s) / Budget code:	
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Any Additional Comments:

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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 Facilities Design & Construction, 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**

**A copy of all comments received from the above list of Department will need to be submitted to Facilities Design & Construction for review, as part of the approval process.**

**Failure to have your drawings reviewed by the above departments could result in the school being fined. These fines would be the responsibility of the individual school.**

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