

**Facilities Modification Request
Wake County Public School System**
(Form is also available at 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.

Part 1. School Information

School or Administration Building:	
Principal's/Administrator's signature (Required):	Date:

Lead Secretary/Bookkeeper:

Secretary/Bookkeeper Phone:	Secretary/Bookkeeper FAX:	Secretary/Bookkeeper Email:
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Part 2. Parent/Group/Non-Profit Agency Volunteer Information (if any)

Name of Parent/Group Volunteer:

Contact:

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 at 856-3700 or 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.)

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:

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).

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.

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.

SUBMIT COMPLETED FAC MODS TO: Elizabeth Sharpe, Senior Facility Planner with Facility Design and Construction, at esharpe@wcpss.net

Contact Elizabeth with questions concerning the Fac Mod process at esharpe@wcpss.net or (919) 625-3576.