



# ***New Facilities/Grounds Project Request Form***

Business Services Division

## **SHOULD I FILL OUT A NEW PROJECT FORM?**

Is this a repair, maintenance, or replacement (like for like) to an existing component?

- YES → Submit Maintenance Work Order in School Dude  
NO → Fill out New Project Request Form & follow instructions below

Is this an alteration to an existing component?

- YES → Contact Planning & Facilities staff for assistance. Depending on the scope of the project, this could fall under a New Project or be handled with a Work Order.  
Orlando De Leon at [odeleon@conejousd.org](mailto:odeleon@conejousd.org) or (805) 498-4557 ext. 155

Is this for a new, non existing component?

- YES → Fill out New Project Request Form & follow instructions below

## **INSTRUCTIONS**

1. Requestor fills out all designated areas with as much detail as possible
2. Requestor obtains Principal's approval signature
3. Requestor obtains Instructional Director's approval signature
4. Requestor submits completed form to Planning & Facilities: Nuria Becker at [nbecker@conejousd.org](mailto:nbecker@conejousd.org) or via inter-office mail
5. All incomplete forms will be returned