Alvin Independent School District

Process to Approve a Building Modification

1. The first step to understand the process of submitting a building modification is when a staff member is requesting a modification to support and improve classroom or campus instruction.
    - Definition of Building Modification – A building modification is the change to the original design or function of the building envelope, outside greenspace, parking lots or fence line.

2. Secondly, the staff member requesting a building modification will need to contact and review the request with the campus Principal or Director level leadership.

3. Then, if approved, the campus Principal or Director level leadership will complete and sign the building modification form.
    - Please NOTE: All building modifications are usually non-budgeted items. Discretionary funding will have to be used for these type of requests.
    - It is important that the form is filled out in its entirety. The campus principal or director level leadership will need to provide a campus or department budget code on the form for this request.
    - If a budget code is not on the form, it will be returned to the sender for completion.
    - If the form is not signed by the campus principal or director level leadership, the form will be returned to the sender for completion.

4. Once the form is completed, please send it to the Executive Director of Support Services, Matt DeVeau and cc: Ronda Haynes.

5. The request will then be reviewed by Maintenance and Operations and Building Programs to ensure that there are no concerns with the following:
    - Safety
    - Current building codes
    - Current egress laws
    - Projected impact of maintenance and operations budget
    - Any other type of construction related concerns.

6. Once the request has been reviewed by the Executive Director of Support Services, it will be forwarded onto AISD cabinet for district approval. Some of the criteria taken into consideration for district approval include:
    - Safety
    - Impact on the learning environment
    - Fiscal Responsibility
    - Consistency of district assets

7. After cabinet review, the Executive Director of Support Services will contact the Administrator on the form and the decision will be discussed.

   If you have any other questions, please feel free to contact Ronda Haynes or Matt DeVeau (Execurive Director of Support Services) to discuss your concerns.