

**Washington County School District  
Form 1105/Addendum to Policy #5120**

3.2. Alterations, Repairs, or Additions to Buildings, Equipment, and School Properties

No major alterations, additions, or repairs shall be made by anyone to any school equipment or property, unless a requisition covering the same has been presented to the Superintendent and recommendation is approved by the Board of Education. Any Eagle Scout projects, PTA, booster club projects, or any voluntary construction projects that include cash and labor donations will be approved by the Director of Physical Facilities or designee.

School \_\_\_\_\_

Project \_\_\_\_\_

Preliminary Cost Projections and Concept \_\_\_\_\_

Funding Source/Account Number (required) \_\_\_\_\_

Principal's Approval \_\_\_\_\_

Executive Director Approval (Craig Hammer) \_\_\_\_\_

Building Department Approval \_\_\_\_\_

Board Approval (if needed) \_\_\_\_\_

3.2.2. The Maintenance Department will inspect the completed project. The school will be responsible for any additional repairs and changes needed to bring the project to specific code requirements and any safety repairs. The Director of Physical Facilities or designee has the authority to "Red Tag" any project that appears unsafe or is damaged.