

**BUILDING REPAIR AND
RENOVATIONS REGULATIONS**

Date Reviewed/Approved:

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Construction Changes During Renovations/Repairs

In order to make maximum use of all resources, principals are hereby notified that any change in buildings or grounds must be approved in advance by the Maintenance Director, Director of Auxiliary Services, and Superintendent. This means that any time principals wish to alter the buildings or grounds in any manner, they must have written permission to do so.

To carry out the above regulation, when principals have a need to alter buildings or grounds they should request approval for this change in writing to the Maintenance Director and Director of Auxiliary Services, giving the changes requested, the reasons, and how they propose for this to be done. A decision will be made based on the instructional purposes, appropriateness of request, impact on facility and financing available.

Approval must be received in writing before any structural change is made. The above regulations are not to be confused with requisitioning of maintenance and for upkeep for buildings and grounds.