

**Policy 802.02: Requests for Improvements**

**Status:** ADOPTED

**Original Adopted Date:** 11/01/1995 | **Last Revised Date:** 03/01/2015 | **Last Reviewed Date:** 03/01/2015

Generally, except for emergency situations, requests for improvements or repairs shall be made to the Superintendent by building principals and the head custodian. Requirements for requests outlined in the maintenance schedule shall be followed.

Minor improvements, not exceeding a cost of \$30,000 may be approved by the Superintendent. Improvements exceeding \$30,000 must be approved by the Board. Routine maintenance and repairs outlined in the maintenance schedule shall be followed.

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