



## Project Routing

This project routing form is used as a final check to ensure that other departments do not have any outstanding issues or concerns related to a project. The initiating department is responsible for obtaining all necessary signatures and all major projects require signatures by each department. For facilities improvement projects, each Department will either sign the routing form or check the box N/A if the project does not impact their department. The signatures can be obtained in any order. Upon obtaining the required signatures from the corresponding departments, the last three approval signatures will be from the Director of Facilities, Sr. Director of Business Services/CBO and the Superintendent. Only after the final signatures have been obtained can the project progress.

<b>PROJECT NAME:</b>	<b>DEPT./SITE</b>
<b>CONTACT PERSON:</b>	<b>PHONE NUMBER:</b>
<b>PROJECT DESCRIPTION:</b>	

### PROJECT ROUTING

<b>Construction</b> <input type="checkbox"/> <b>Maintenance</b> <input type="checkbox"/>	<b>Signature</b>	<b>Date</b>	<b>Approve</b>	<b>Disapprove</b>	<b>N/A</b>
<b>Community Outreach &amp; Innovative Programs</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Risk Management</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Facilities</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grounds</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Maintenance</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transportation</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Nutrition Education</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### COMMENTS

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### APPROVALS

	<b>Signature</b>	<b>Date</b>	<b>Approve</b>	<b>Disapprove</b>	<b>N/A</b>
<b>Business Services</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Operations</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Superintendent</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Project Complete</b>		
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