



BEVERLY HILLS
Unified School District

No. _____
(To be assigned by Facilities Department)

To: Shirley Vasquez, Construction & Facilities
Email: svasquez1@bhusd.org

**REQUEST FOR FACILITY
UPGRADE, ALTERATION or ADDITION**

Date: _____

Requestor: _____

School Site: _____

Action Requested:

Site Administrator: _____
(Authorization to submit to the Facilities Sub-Committee)

Submitting this form with the site administrator's signature will start the process to determine a project's viability, necessity, feasibility, compliance, funding and scheduling.