



Houston Independent School District
HattieMae White Educational Support Center
4400 W. 18th St. - Houston, TX 77092

BUILDING MODIFICATION REQUEST FORM

Campus:

Date:

Is this a NES Campus? Yes No

Requestor:

Workorder #:

Name:

Title:

Email:

Phone:

Do you have funds available to pay for the scope of work listed below? Yes No

***If yes, indicate the available amount \$ _____*

Type of Work: Structural
Electrical
Plumbing

Scope: *Note: Please give a detailed description of the scope of work needed.*

Approved By:

Campus Representative (Principal) *Print Name*
Or Sr. Executive Director (NES Campus ONLY)

Signature *Digital or Wet Signature Required*

Who will be setting up the shopping cart:

Print Name

Email Address

CS/FMO team member provided the above scope:

Print Name

Approved by Construction Services Department:

JOC Eligible JOC Ineligible

Assigned Sr Mgr:

Assigned Vendor:

Signature *Digital or Wet Signature Required*

email form to: modrequest@houstonisd.org