

**School District #62 (Sooke)**

<b>CHANGES TO BUILDINGS AND SITES</b>	No.: F-235
	Effective: Mar. 27/84 Revised:

**ADMINISTRATIVE REGULATIONS**

1. All requests for changes to district buildings and sites must be submitted in writing to the Facilities Supervisor by the school principal or the facility supervisor.
2. Where necessary, the Facilities Supervisor shall obtain further opinions regarding design, strength, safety, etc.
3. When substantial changes to the appearance or functioning of buildings and/or sites are proposed, the plans for such changes must be forwarded to the Board along with recommendations from the Facilities Supervisor.