



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

## BUILDING MODIFICATION REQUEST FORM

Campus:

Date:

Requestor:

Workorder #:

Name:

Title:

Email:

Phone:

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

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*

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](mailto:modrequest@houstonisd.org)