

Portland Public Schools

Project Development Request (PDR)

*Please email completed request to Projects & Construction FAMP@pps.net .
Applications will be reviewed every week. Questions? 503-916-3308*

School/Facility: _____ Date of Application: _____

Project Title: _____ School Contact: _____

Names and email addresses of others involved in the project:

Provide a detailed explanation of the project, include drawings if available (attach an additional sheet if necessary) (Maintenance/FOM's: please provide WO or any information as to why it is elevated)

How will the completion of the proposed project improve your facility?

Who will be responsible for the care and upkeep of the project after it is completed?

If the District is expected to maintain the completed project, the school contact will be expected to work with Operations staff to determine an appropriate maintenance plan.

Projected Completion Date: _____

Estimated Cost (if known): _____

Source of Funding:

Is this self-funded or are you requesting Projects & Construction to fund? (This may delay your project)
List all sources and include Account Codes

What is the contingency plan if the project cost exceeds estimates?

Expectation of who will be completing this work (Volunteer, Contractor, District Personnel)?

Important Information for applicant:

- Applicants are responsible for obtaining all necessary account codes if this is self-funded.
- Funding may be held in reserve at the District Office during project timeline.
- Applicants will make reasonable efforts to adhere to the project schedule.
- Completing this PDR form is NOT assurance that the project will receive approval.
- If building needs change in the future, the District reserves the option to remove or alter improvement to meet school and District needs.

We agree not to begin the project until we receive “approval to proceed” from the assigned project manager/District representative. Please attach approval email from the Site Administrator/Principal with PDR request.

Applicant

Date

The District reserves the right to cancel, suspend or modify any project if it is in the interest of the District.