

**Charlotte Mecklenburg Schools  
Property Management Department  
Project Control Form**

Date:	Project Initiator:
Learning Community:	
School/Site Name:	School /Site #:
Affected Areas/Room # (s)	
Is the School Funding?	Funding Site/Budget Code:

**Describe briefly the Project Scope and Project Justification (attach drawings):**

Permitting Required? <input type="checkbox"/> (attach docs)	<b>Maintenance Funding Site:</b>	<b>Technology Funding Site:</b>
Other Regulatory Review Required? <input type="checkbox"/>	Budget Code:	Budget Code:
Design Drawings Required? <input type="checkbox"/>	Design Estimate:	Design Estimate:
	Materials Estimate:	Materials Estimate:
Est. Start Date:	Labor Estimate:	Labor Estimate:
Est. Completion Date:	<b>Total Estimate:</b>	<b>Total Estimate:</b>

**Approvals Initials (if applicable):**

**Mandatory Approvals Initials:**

Architectural / Design Dept.		Principal / Site Administrator	
Carpentry Supervisor			
EE / Electrical Supervisor		Regional Property Manager	
EE / Electronics Supervisor			
Grounds Supervisor		Assigned Project Manager	
ME / HVAC Supervisor			
ME / Plumbing Supervisor		Director of Technology Services	
Painting Supervisor			
Roofing/SM Supervisor		Director of Telecommunications	
Telecommunications Tech.		Director of Property Management	
		Director of Maintenance	
Instructional Technology Specialist		Director of Instructional Technology	