Form B
Property Enhancement
Request to proceed with Project Works

Must be sent to the Property Officer prior to any work commencing

Name of Kindergarten:	**Date:**
Contact Person: **Telephone No:** **Email:**	

This form is to be used to gain approval to <u>proceed</u> with any;

- **Maintenance, additions/alterations to the building and/or grounds or playground**

Attach the following documents if not already received by the Property Officer:

- **Contract documentation**
- **Funding verification**
- **budget to show income and expenditure**
- **quotes**

Preferred contractor and why?

Is a building consent/exemption required for this project/work? YES/NO
If yes, applications are the responsibility of the Association (this may be delegated)

Who will be acting as project manager? (please give contact details)

Further Comments

The Kindergarten Committee certifies that the information contained in this application is true and correct in every aspect and agrees to pay all costs of the project as stated.

Signed: _____
Kindergarten President Head Teacher

Date: _____