

Request for CHANGE OF USE of Facility Space

Process & Procedure

Once it has been determined by a school official or administrator that a change of use for a space is needed, please follow in sequence 1-7 steps as outlined below:

1. **CHANGE OF USE FORM is located on the Polk County Public School webpage. Under the Login dropdown select theHub then click on Docs in the selection bar across the top of the webpage and click on the Facilities folder. The Change of Use Form is the second item on the list.**
2. Please *fill-out* all of section **1.0** and email the request form to your Regional Assistant Superintendent for their approval.
3. The Regional Assistant Superintendent will *fill-out* section **2.0** in its entirety and approve or not approve the Change of Use request. The Change of Use form will then be sent via email to Richard Alderman in the Architectural Services Department.
4. The Architectural Services Department will *verify* that all pertinent Life Safety Codes and maximum occupancies are in compliance and a determination made if the Change of Use requires additional action, e.g. Work Order or Minor Project Request.
5. The Change of Use will either be marked *Approved* or *Not Approved* and returned. If not approved, the reason(s) will be stated in section **3.0** under the sub-title *Remarks*.
6. Please note approval of the Change of Use Form does not necessarily mean the Change will occur. The Associate Superintendent of Operations will make final determination based on available funds.
7. If the scope of work is completed to facilitate the Change of Use request, the Architectural Services Department will make the necessary change(s) on the FISH map(s) and EFIS. The School Official or Administrator will be notified of the change as well as the Information Services and Technology (IST) Division - Information Services.

For questions, please contact JENNIFER FARRELL in Architectural Services & Code Compliance Dept. at (863) 534-0620 ext. 490.