

## THE PROCESS OF A SRF (SITE Request Form)

### Step 1

Site Completes Section I, II, and IV on PDF Fillable Form  
Site Administrator Signs the Form  
Submit the form via e-mail as a PDF or scan copy

### Step 2

Maintenance & Operations will obtain a quote/estimate and complete Section II and III.  
Site will be notified via e-mail of estimate amount and information.

### Step 3

If the project scope and budget is approved, Maintenance & Operations will route to Business Services and will proceed with the project.  
If the project is not approved or is conditionally approved, Section V will be filled out by M&O / Business Services and returned to the originator.

Questions?

Contact Les Alexander - Maintenance & Operations Director  
(909) 820-7863