



San Antonio Independent School District

Construction & Development • (210) 554-2420 • www.saisd.net/construction

NOTICE OF CONSTRUCTION ACTIVITY

This form must be completed and signed by the assigned SAISD PM, Coordinator and/or Inspector. Email fully executed form to constructionservice@saisd.net for approval no later than noon on Thursday for weekend access and two (2) days advance notice for evening access. Late requests will not be approved.

DATE: _____

TO: _____
Principal Signature – Signature Needed Before Submitting

FAX: _____

SCHOOL / CONSTRUCTION PROJECT: _____

The following contractor has been given authorization by the SAISD Construction & Development Services Department to perform construction work inside your school on the days and times indicated below. Please make arrangements to open and close the requested areas/locations during the times indicated to perform the necessary work. Notify members of your staff who may be affected by this activity to secure all valuables and convey our appreciation for their cooperation.

We will attempt to minimize disruptions to your campus activities. Should you have questions or if you observe any questionable operations, please contact our office immediately at (210) 554-2420. On weekends and after-hours, contact the SAISD Police Department at (210) 354-9000.

 Signature of Contractor Superintendent

 Signature of SAISD Construction & Development Services Administrator

 Signature of SAISD Project Manager

Please print.

Name of General Contractor:		Name of Contact Person:	
Address:		Office Phone:	Fax Number:
Requesting access to: (i.e. area/location/room number(s))			

Will custodial staff be required? Yes No

DAY OF THE WEEK	MONTH	DATE	START TIME	END TIME	REMARKS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

The following information is required for emergency purposes during evenings and weekends.

 Name of Contractor's Contact Person or Job Superintendent

 Emergency Phone #

 Job Site Trailer Phone #

For SAISD Office Use Only. email/eFax to:

- Child Nutrition Services**
2102283156@faxmaker.com
- Construction & Development Services***
2102283105@faxmaker.com
- Custodial & Grounds**
2102284609@faxmaker.com
- Facilities Services (Maintenance)**
2102283108@faxmaker.com
- Information Technology**
2102283100@faxmaker.com
- Police Dispatch**
2102284612@faxmaker.com