

# How to submit a Remodeling Request

## Step 1: Navigate to the Buildings & Grounds Webpage.

The screenshot shows the website header for the School District of Lodi, Wisconsin. The logo features a stylized 'L' with a star and the text 'School District of LODI WISCONSIN'. To the right is the 'Infinite Campus' logo, a Facebook icon, and a search bar. A horizontal navigation bar includes links for Home, Why Lodi?, District, Schools, Students, Parents, Staff, and Community.

Below the navigation bar is a main menu with five categories, each with a list of sub-links:

- District Home**
- About The District**
  - Calendars
  - News
  - District Administrator's Welcome
  - District Report Card
  - DPI School Performance Report
  - 2014-2017 Referendum
  - Staff Directory
- Board Of Education**
  - Agendas
  - Board Members
  - School Board Election
  - Minutes
  - Policies and Procedures
- Department Offices**
  - District Administrator's Office
  - Building and Grounds
  - Business/Fiscal Services
  - Curriculum & Instruction
  - Food Service
  - Reserve a Facility
  - Special Education Services
  - Student Registration and Enrollment
  - Open Enrollment
  - Technology Services
- Employment Opportunities**

Below the menu is a banner with the text "Learning Today - Leading Tomorrow". At the bottom, there is a "Top News" section with a "Read All News" link and a "Quick Links" dropdown menu.

## Step 2: Select the "Maintenance Request Form" and Log in

The screenshot shows the main navigation and content area of the School District of Lodi website. At the top left is the logo for School District of Lodi, Wisconsin. To the right is a search bar and a navigation menu with links for Home, Why Lodi?, District, Schools, Students, Parents, Staff, and Community. The main content area is divided into three columns. The left column contains a list of links under categories like District Home, About the District, Board of Education, and Department Offices. The middle column features a large white box with the heading "Building and Grounds" and three links: "Maintenance Request Form", "Indoor Environmental Quality Management Plan", and "2007 Primary School Study". The right column has a "CONTACT US" section with contact information for Thomas L. Nack and Gregg Sharpee. A dark blue footer contains the text "SCHOOL DISTRICT OF LODI" and a Facebook icon.

The screenshot shows the login page of the School District of Lodi website. The header features the district logo and the slogan "School District of Lodi Learning Community ♦ Growing Community". Below the header are three tabs: "Welcome", "Register Me", and "I Forgot My Password". The main content area has a large "Login ..." heading in a yellow script font. Below this is a form with two input fields: "User Name:" and "Password:". A "Log In" button is positioned below the password field. On the left side, there is a sidebar with links: "Please Register Me", "I Forgot My Password", "District Email", and "District Webpage". At the bottom, there is a footer with an RSS icon, the text "Your District Email | District Webpage", and a small note: "Paper Processes Converted to WebForms by J. Tooley, Lodi, WI, (608) 592-6404".

Step 3: Click on "Submit a Remodeling Request to fill out the Remodeling Request form:



**Step 4: Click on “Submit Remodeling Request”**

**Step 5: The Director of Buildings and Grounds will collect the requests and let you know if your request has been approved.**