

**VALPARAISO UNIVERSITY
POSITIVE IMPROVEMENT PROPOSAL**

NAME(S): _____ DATE: _____

DEPT: Admin.Svcs Landscape Maint.Svcs. Maint. Svcs. Building Svcs.

THIS IDEA WILL:

_____ Increase Efficiency	_____ Improve Service	_____ Improve Methods
_____ Improve Customer Satisfaction	_____ Improve Teamwork	_____ Improve Organization
_____ Reduce Costs	_____ Prevent Waste	_____ Improve Quality

_____ Other (Please Describe) _____

PRESENT METHOD (Explain how the job is currently done.)

PROPOSED METHOD (Explain how and why the job may be done better. Use other side if necessary.)

APPROVED _____ **NOT APPROVED** _____ **ALREADY UNDER CONSIDERATION** _____

REASON:

I request to appeal this decision by appearing before the PIC at the next monthly meeting.

Signature

Date