

Elective Construction or Remodels / Department Moves / Major Department Furniture Replacements

Please fill out the following form. The Requestor needs to sign, then route form to the appropriate Director or Dean for signature. The Director or Dean will then send the form to the appropriate Vice President for signature. The Vice President will forward the form to the Facilities Director.

Scope of Work/Service (Include sketch or details)

Requested Completion Date _____

Building _____ Room/Area _____

Requestor _____ Date _____

Department _____ Extension _____

Director / Dean _____ Date _____

Vice President _____ Date _____

FOR OFFICE USE ONLY

Estimated Cost (attach if applicable) _____

Start Date _____ Target Date _____

COMMENTS _____

Assigned to _____

APPROVAL

Work to be charged to department? Yes _____ No _____

Department name work to be charged to _____

Fund _____ Department _____ Project/Program _____

Recommended By _____ Date _____

William Chew, Facilities Administrative Services Director

Approved By _____ Date _____

Brian Foisy, Vice President for Administration & Finance