

FACILITIES MODIFICATION REQUEST
XXXX COMMUNITY COLLEGE
(For renovation and major repair)

Department Request

From: _____ Dept: _____ Phone: _____

PROPOSED Project Title: _____

Description:

Justification:

Required completion time: Date: _____ Special work hours: _____

Utility Required: AC Electric Water Telephone Data Gas None Other: _____

Estimated Cost: \$ _____ Funding: \$ _____

Extramural Funding Source Only: Sponsor: _____ PI: _____

(ATTACH **APPROVED** FACILITIES MODIFICATION REQUEST FORM TO myGRANT PROPOSAL RECORD)

Approvals: (Academic programs-Dept. Chair's approval)
(Non-Academic units-Dean or Director's approval)

Approved - _____
Department Chair/Dean or Director Date

Not Approved – Return to Requestor with Comments noted.

Comments: _____

Vice Chancellor for Academic Affairs and Administrative Affairs Approvals
(Review for program requirements, space management and funding – **CONSULT WITH CC FEH OFFICE**)

Approved - _____
Vice-Chancellor for Academic Affairs Date

Approved - _____
Vice Chancellor for Admin. Services Date

Approved - _____
Facilities Manager Date

Approved - _____
Fiscal Administrator Date

Not Approved – Return to Requestor with Comments noted.

Comments: _____

Once all approvals at campus are received, forward to CC Facilities and Environmental Health for Director's review and RCUH for review.

Director – CC Facilities and Env. Health (FEH) Date

Campus to run project: FEH recommends _____

FEH to run project: Assigned to: _____ UHCC Project Number: _____
Project Manager