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| **Project Name:** | **Date:** |

**Requestor Name(s)**:

**Requestor Department(s)**:

**Provide building name(s) and room number(s)**:

**List stakeholders:** *(Stakeholders are individuals, departments or others who would be impacted by this request, and those who should have knowledge of the requested modification. Stakeholders include anyone who works or has reports/programs located in the building of the request. Please ensure that all stakeholders are involved with the request. If all stakeholders are not involved, the request could be subject to a lower priority.*)

**Do all stakeholders support this request? If no, why?**

**Indicate what the space will be used for - Instruction, Office, Storage, Other (please describe):**

**Describe the request in detail:**

**Why is this request needed (please provide justification, benefits to students, department, college or community)?**

**Please provide any support data.**

**What are the implications if the request is not approved?**

**If this request is asking to change space utilization (e.g., convert classrooms to offices) is there a plan to mitigate the lost space?**

**Are there any personnel implications – will the modification require hiring new employees?**

**Does the request require new furnishings or technology?**

**What is the desired timeline for the request to be completed?**

**Please provide estimated costs and funding source:**

**Please provide a rough sketch of your request (contact campus services if you need a floor plan):**

**Required Signatures:** Please have requestors and all listed stakeholders sign and date to ensure they were part of this process.

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| Name: | Signature: | Date: |
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**Form Instructions:**

The Facilities Modification Request Form is managed and used by the Facilities Advisory Committee (FAC) to gather, understand, and prioritize all requests for facilities modifications. The FAC then provides a prioritized list to the Vice President for Administration and/or the President with the purpose of advising them on the best course of action. Please fill out the form to the best of your ability and include as much information as possible.

**When to use the request form:** The FAC realizes facilities modifications come in all different sizes making it difficult to provide an exact definition for when it is necessary to use this form. The FAC asks that you use your best judgement and use the following as guidelines.

**USE** this form for facilities modifications that include remodel/renovation/new construction:

* Redesigning space(s), including, moving departments, adding space, changing walls, etc.
* Room repurposing, including, changing from classroom to office, lab space to lecture space, etc.

**DO NOT USE** this form for minor repairs to buildings, grounds, offices, etc. Minor repairs should be submitted directly to the Campus Services Help Desk.

If you have questions whether or not to use the form, please contact the Facilities Advisory Committee Chair.

**Request process and timeline:** It is recommended that all facilities modification requests be worked on with your respective PAT member. The process and timeline will be reviewed annually by the FAC to ensure an open, efficient, and fair process.

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| Process and Timeline | |
| Sept – Nov | FAC begins facilities modification request process – solicits requests from PAT and College |
| PAT member asks direct reports for facilities modification requests |
| PAT member(s) and/or requestor(s) work together to fill out the Facilities Modification Request Form |
| Dec - Feb | Requests are submitted to FAC chair no later than December 1 |
| FAC reviews and prioritizes requests |
| March 1 | Prioritized list presented to VP for Admin/President |