

Instructions: All requests for modifications to existing spaces or facilities, and requests for spaces that are currently not occupied by the requestor are submitted using this form. After obtaining the preliminary approval signatures, forward this form to Facilities Management.

I. **Title of request:** _____

II. **Date of request:** _____

III. **Point of contact for questions:** _____

IV. Request type:

a. Select one of the following:

i. This is a request for modification of an existing space currently occupied by the requestor.

ii. This is a request for an existing space NOT currently occupied by the requestor.

iii. This is a request for a new space that does not currently exist on campus.

b. If i. or ii. above are checked, location of existing space:

i. Building: _____

ii. Room: _____

V. Description of request:

a. Description of request (scope of work):

b. Justification for request:

i. Supports [BOR Strategic Goal](#) _____

ii. Justification:

iii. Consequences if this request is not completed:

VI. Funding: Select one of the following:

a. Funding may be available from the requestor (Facilities Management will provide a cost estimate before any funds are committed.)

b. Funding is NOT available from the requestor.

VII. Preliminary approval signatures:

Department/Office Chair: _____

Date: _____

Dean (if applicable): _____

Date: _____

Vice President: _____

Date: _____