



ALTERATION AND RENOVATION REQUEST FORM

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Contact Information: \_\_\_\_\_ Date: \_\_\_\_\_

What is being requested? (Include detailed location, and as much information as possible. Do not include a list of dissimilar projects; use a separate form for each project requested. Use a separate page for description if needed.)

How many people will be affected by this alteration/renovation?

Department: \_\_\_\_\_ Community: \_\_\_\_\_

How will this affect the area's functions?

Are there any particular time constraints? (Example: Not while classes are in session or summers only)

Do you have access to funds that could be used to complete this project?

Yes  No Amount: \$ \_\_\_\_\_

If self funded, encumbrances must be spent in current Fiscal Year?  Yes  No

Is this a space planning request?  Yes  No

If yes, are you also requesting construction of the approved design?  Yes  No

Approvals:

Department Head/Chair: \_\_\_\_\_

{Note: Your approval indicates conformance to your department's plans}

Comments:

Dean/Director: \_\_\_\_\_ Provost (Academic Divisions only): \_\_\_\_\_

{Note: Your approval indicates conformance to your division's plans}

Comments: