

FACILITIES ALTERATION AND IMPROVEMENT REQUEST

NOTE: All requirements for repairs, services, and tasks not requiring planning should be submitted in the facilities work request system (ARCHIBUS) as a facilities repair & service request (FRSR). All emergency or urgent issues that could affect the health and safety of campus occupants are to be called in immediately to campus security at ext. 4444.

Check all applicable facility alteration and/or improvement request types:

FURNITURE & EQUIPMENT

- ☐ Purchase New Furniture
- ☐ New Equipment / Fixture Installation

SIGNAGE

- ☐ Nameplate (Name and / or Position)
- ☐ Interior Signage (Directory / Information)
- ☐ Exterior Signage

FACILITY MINOR CONSTRUCTION

- ☐ Interior Building Renovation / Modernization
- ☐ Site or Exterior Building Renovation / Modernization

DESCRIPTION OF FACILITY ALTERATION AND/OR IMPROVEMENT:

LOCATION SITE: _____ **BUILDING / AREA:** _____ **ROOM #:** _____

JUSTIFICATION:

FUNDING SOURCE: _____

Requesting department must fund costs unless notified otherwise by Facilities Services.

☐ REQUEST BUDGETARY COST ESTIMATE ONLY (Funding Source Not Required)

PRIMARY CONTACT FOR COORDINATION OF REQUEST REQUIREMENTS:

Print Name

Phone Extension / Other Contact Information

APPROVAL BY DEAN / DIRECTOR / ADMINISTRATOR:

Print Name

Signature

Date

*** SUBMIT COMPLETED AND SIGNED FACILITIES ACCESS REQUEST VIA FACILITIES SERVICES REQUEST SYSTEM**