

**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)

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**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: \_\_\_\_\_

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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