

Facilities Management
Change in Use or Function of Facility Space Request Form
Refer to Procedure 285.5 for further information

Requester:

Phone:

Today's Date:

Email:

Supervisor:

Location of Proposed modification:

Requests for modification to existing classroom, administrative, or resident space must be submitted 60 days in advance for review and approval.

Has this been discussed with your supervisor?

Indicate "Yes" or "No" below.

Building

Room No.

Please provide description of the requirement and justification.

*For Office Use Only
Additional Information*