

Alterations & Renovations Requests

Send completed form to Facilities Management

Email to: [Karen Smith](#)

or fax to: 5305

Name:

Email:

Phone #:

Status of Applicant

Faculty

Staff

Department:

Building Information:

Building

Room Type

Room #

Description of Project
(Attach sketch if necessary)

Signature of Applicant:

Approved By (Please Print):

Appropriate V.P. Signature

Appropriate V.P. Email:

Date

Health & Safety Issue Identified

Schedule Issue Identified

Cost Issue Identified

Other Issue Identified

Leon MacLellan, Director Facilities Management

Estimated Cost:

Accepted

Denied

Postponed

Andrew Beckett, VP Finance & Administration

Estimated Start