



### Request for Facilities Modification - Estimate/Approval Form

Includes: Remodeling, additions, rehabilitation, change to the usage of facilities, new equipment connections, or any changes that affect electrical, data, plumbing, HVAC, existing equipment, or buildings.

PLEASE ALLOW 30 DAYS, FROM THE DATE RECEIVED BY CONSTRUCTION SERVICES, FOR A RESPONSE

#### Project Description

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Location of work: \_\_\_\_\_

Requested Project Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Funding Source/Budget # \_\_\_\_\_

**SEND TO SUPERVISORS FOR APPROVAL FOR ESTIMATE**

#### Approval for Estimate

Requestor's Supervisor: \_\_\_\_\_ (Print Name)

Recommend  Do Not Recommend  \_\_\_\_\_ (Sign/Date)

Area Vice President: \_\_\_\_\_ (Print Name)

Recommend  Do Not Recommend  \_\_\_\_\_ (Sign/Date)

VP Administrative Services: \_\_\_\_\_ (Print Name)

Recommend  Do Not Recommend  \_\_\_\_\_ (Sign/Date)

**SEND TO CONSTRUCTION SERVICES**

#### Construction Services Estimate

Rough Cost Estimate \$ \_\_\_\_\_ DSA Review/Approval Required? \_\_\_\_\_

Other Comments: \_\_\_\_\_

Completed by: \_\_\_\_\_ (Print Name)

Sign & date: \_\_\_\_\_

**CONSTRUCTION SERVICES WILL SEND ESTIMATE TO:  
REQUESTOR, SUPERVISOR, DEAN, V.P. ADMINISTRATIVE SERVICES**

#### Approval by VP Administrative Services to proceed with Project:

VP Administrative Services: \_\_\_\_\_ (Print Name)

Approved to Proceed  \_\_\_\_\_ (Sign/Date)

Budget Number: \_\_\_\_\_