

Renovation Request Form



Date of Request: _____

Name of Requester: _____

Name of Project: _____

Detailed Description of Request: (Email attachment(s) to rubina@glendale.edu)

Department: _____

Room/Location: _____

Project Requestor

1) Functional Head/Director _____

X _____

Functional Head/Director Signature

Funding Source/Approver

3) Vice President _____

Funding source _____

Project Approver

2) Dean/Department Head _____

X _____

Dean/Dep. Head's Signature

X _____

Vice President's Signature

To Be Completed by Facilities and Maintenance

Proposed Scope

Estimated Budget: _____ **Project Code:** _____

4) Maintenance & Operations Manager _____

X _____

M & O's Signature

*Projects on this form differ from normal "Work Order" request, and are considered to be larger in scope than traditional repairs or preventative maintenance. Forward completed form to patricks@glendale.edu.

**Please note that any changes made to the request, regardless of approval phase, will automatically halt the process until a new Renovation Request Form (RRF) is submitted reflecting these changes and this new RRF will supersede the prior RRF and will require re-authorization.

5) Director of Business Services _____

X _____

Director of Business Services' Signature

Type "your name/Reject" if declining this form