



**C. REQUEST TO CHANGE FUNCTION OF SPACE: *if more than one room is involved, attach additional page(s)***

Building & Room Number

Current space will be used for: Instruction      Student Services      Employee Office      Storage      Other (use box below)

Requested space will be used for: Instruction      Student Services      Employee Office      Storage      Other (use box below)

Has a facilities request been submitted via Program Review?    Yes                      No

Justification for change:

Specify equipment required:      Work Station      Printer      Chair      Phone      File Cabinet

How many boxes to be moved?

If space is currently occupied by another department, have you contacted current holder of the space provided?    Yes      No

Do they support the concept?              Yes              No

Will the current space be vacated?              Yes              No

Add additional details below

**IF RENOVATION OF THE SPACE IS NEEDED, PLEASE COMPLETE SECTION (D) BELOW.**

**D. REQUEST FOR RENOVATION OF SPACE**

Building and Room Number:

This space will be used for: Instruction      Student Services      Employee Office      Storage      Other (use box below)

Has a facilities request been submitted via program review?      Yes      No

Describe renovation needed in detail. Address special requirements such as electrical, computer requirements, phones, projection requirements, furniture, etc. Attach concept drawings/floor plans.

Please provide a justification for the renovation. Include any implications if the renovation is not approved.

When does the work need to be completed (Date)?

**E. AUTHORIZATION SIGNATURES** Signature approval must be obtained from the following prior to submitting.  
Signatures indicate agreement that the space request should be investigated.  
Final approval is contingent upon impacted stakeholders such as facilities and technology.

*Appropriate College Dean* \_\_\_\_\_

*Appropriate Vice President* \_\_\_\_\_

*Business Services* \_\_\_\_\_

**THE PROCESS:** Initiator should forward the request to your Dean for approval. The Dean will then forward it to the appropriate Vice President (VP) for approval. The VP will forward the approved request form to Business Services who would then forward the request to the (ICFS) for review. The ICFS will obtain signatures from Technology and Facilities and notify Information Systems and District Services.

If the move includes furniture/file cabinets, the ICFS will coordinate with the facilities office for implementation.

If the move involves adding a phone, or requires assistance from District Information Systems or Electricians, the ICFS will coordinate.

If the request has been tabled or is denied, the form will be emailed to the requester with an explanation. Requests may take a minimum of three weeks to review.

Submitting a request will not guarantee the request will be approved.

You will be contacted once the request has been approved, tabled or denied.

**FOR TECHNOLOGY**

This request was:      Approved      Denied      Tabled      Date:

Signature: \_\_\_\_\_

**FOR FACILITIES**

This request was:      Approved      Denied      Tabled      Date:

Signature: \_\_\_\_\_

**FOR ICFS (Sherri Braaksma)**

District Services and Information Systems have been notified      Date: