

# 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 \_\_\_\_\_

**Funding Source/Approver**

3) Vice President \_\_\_\_\_

Funding source \_\_\_\_\_

**Project Approver**

2) Dean/Department Head \_\_\_\_\_

**To Be Completed by Facilities and Maintenance**

**Proposed Scope**

**Estimated Budget:** \_\_\_\_\_ **Project Code:** \_\_\_\_\_

4) Maintenance & Operations Manager \_\_\_\_\_

\*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](mailto: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 \_\_\_\_\_

**Type "your name/Reject" if declining this form**