



Office of Facilities - Planning & Design
 4600 South Redwood Road
 Salt Lake City, UT 84123
 801-957-4899
 jessica.davenport@slcc.edu

Cabinet Approval Date: _____
 Project Number: _____
Facilities Only

Facilities Space Needs Request

All proposed modifications to college facilities (buildings, utilities, site work, etc.) must be submitted for approval using this form. Projects will be reviewed and, if approved, designed to ensure compliance with building codes and college standards for construction.

PROJECT INFORMATION

<i>Building Name:</i>	<i>Room Numbers:</i>
<i>Project Representative Name:</i>	<i>Phone #:</i>
<i>Funding Source:</i>	<i>Email:</i>
<input type="checkbox"/> Departmental <input type="checkbox"/> IBP <input type="checkbox"/> Other	<i>Index#:</i>

*Project funds must be sufficient to cover the cost of design, construction, and a contingency for changes. All project funds must be available before construction or bidding can proceed.

Project Justification:

Project Description:

REQUIRED SIGNATURES

<i>Name of Department Head or Director:</i>	<i>Signature:</i>
<i>Name of Dean or AVP:</i>	<i>Signature:</i>