



FACILITIES PLANNING AND CONSTRUCTION

Space Modification or Reallocation Request

PLEASE SUBMIT THIS REQUEST IN ORIGINAL FORM VIA INTERCAMPUS MAIL TO THE FACILITIES PLANNING & CONSTRUCTION DEPARTMENT AT 3200 W. PECAN BLVD, N-179. PHONE: 872-3737. FAXES OR COPIES WILL NOT BE ACCEPTED.

Date:	FPC use only:
Submitted by:	Phone:
Department:	
Space Location	
Campus:	
Building:	Room No:
PLEASE CHECK OFF BELOW IF THIS IS A MODIFICATION OR REALLOCATION REQUEST.	
<input type="checkbox"/> Modification <i>Requesting to change the existing structure</i>	
Description:	
<input type="checkbox"/> Reallocation <i>Requesting to change the purpose of a space</i>	
Current Use:	
Proposed Use:	
Justification <i>Provide a detailed reason for the request</i>	
Requestor's Printed Name & Signature:	
Site Coordinator's Printed Name & Signature:	
Dean or Director's Printed Name & Signature:	
Vice President's Printed Name & Signature:	
FPC Approval:	