



# FACILITIES REQUEST FORM

Staff Use Only:		
DATE RECEIVED:	PROJECT #:	
	PROJECT NAME:	

REQUEST INFORMATION	Contact:				Date Submitted:							
	Requestor:											
	Phone:			Email:	@seattleu.edu							
	College/School:			Department:								
	<b>REQUEST TYPE</b> <i>(Mark all that apply.)</i>											
	<input type="checkbox"/> Program / Growth Planning <input type="checkbox"/> Remodel/Renovation <input type="checkbox"/> Space Move (group) <input type="checkbox"/> Change Space Use											
	<input type="checkbox"/> Add Space <input type="checkbox"/> New Construction <input type="checkbox"/> Signage											
	<input type="checkbox"/> Other: _____											
	<b>REQUEST DESCRIPTION</b>											
	1. Location of work requested:											
Building :				Floor:			Room #:					
Building :				Floor:			Room #:					
2. Desired Complete Date:				Date Flexible?		<input type="checkbox"/> Yes <input type="checkbox"/> No						
3. Project Goals/Rationale:												
FUNDING	<b>FUNDING</b>			Department Funds Available? <input type="checkbox"/> Yes <i>(Complete #1 - #4.)</i> <input type="checkbox"/> No								
	1. Funds Committed:			\$	FY		Budget #:					
	2. Source:			<input type="checkbox"/> Operations Budget <input type="checkbox"/> Gift Funds <input type="checkbox"/> Grant <input type="checkbox"/> SGC								
	3. Additional available, if needed?			<input type="checkbox"/> Yes <input type="checkbox"/> No								
	4. Approval required for all requests.											
_____				_____								
DEAN OR DIVISION VP SIGNATURE				DATE								
SGC RECOMMENDATION	APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO			DATE _____								
	TIER LEVEL <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3			_____								
				SGC REPRESENTATIVE SIGNATURE <i>(required prior to submittal to Facilities)</i>								
<b>COMMENTS:</b>												
APPROVAL of PROJECT	<b>REQUIRED FOR ALL REQUESTS</b>											
	_____			CFO			_____			DATE		
	_____			PROVOST			_____			DATE		

Submit completed FRF's to Facilities at [madored@seattleu.edu](mailto:madored@seattleu.edu)  
 All FRF's will be reviewed and assigned on a weekly basis.  
 For additional questions please contact Lara Branigan, Director, Design + Construction  
 (206)296-2516  
[branigal@seattleu.edu](mailto:branigal@seattleu.edu)