

SACRAMENTO CITY COLLEGE

FACILITIES MODIFICATION REQUEST FORM

This process minimizes direct requests of the Operations and IT staff prior to proper vetting of new projects for facilities renovations, furniture, and IT modifications. This process is not a replacement of the existing unit plan process, but is meant to supplement that process. For example, a request for more office space by a department would still go through the unit plan process.

If this request is included in your [Unit Plan](#), please add the objective number here []

Requester		Date of Request	
Phone/Ext		Date Submitted to Dean	
Project Location		Date Presented to AVP	
Desired Project Start Time		Date Presented to VP Review Team	
Expected Project End Date			

Please select box/boxes below for the services requested:

- Room Configuration
- Employee Work Station
- IT Modification
- New Computer Lab
- Other

College Goal A: Please indicate college goals:

- SCC Goal A:** Teaching and Learning
Please describe how this project meets the college's strategies or goals:

- SCC Goal B:** Student Completion of Educational Goals
Please describe how this project meets the college's strategies or goals:

- SCC Goal C:** Organizational Effectiveness
Please describe how this project meets the college's strategies or goals:

Please explain. How does this project align with the college's focus on [guided pathways](#)?

Please describe the Project:

**Attach Data Source:
Summary of Data Usage:**

Requester Printed Name:	Signature:	Date:
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Funding Source:	
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Available Funding:	\$
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Dean Printed Name:	Signature:	Date:
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AVP Printed Name:	Signature:	Date:
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VP Review Team Approval:	Meeting Date :
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History of the Project:

Meeting with Requester:
Date:
Date:
Date:
Date: