Chapman University

Campus Construction Group/Campus Planning

Space Improvement Work Request

SECTION 1 – TO BE COMPLETED BY DEPARTMENT REQUESTING WORK

Requested By: _____ Title : _____ Date: / /

Department: _____ Phone Ext:

Building: Location:

Funding Source For Proposed Project:

Scope of Work:

APPROVALS/AUTHORIZATION

Academic Unit Projects:	x	/ /	x	/ /
		Vice Chancellor/Dean		Chancellor
Administrative Unit Projects:	x	/ /	x	/ /
		Director/Vice President		COO

NOTE: Do not submit form to Campus Planning. This Space Improvement Work Request must be submitted to the Chancellor (for Academic Unit Projects) or the COO (for Administrative Unit Projects).

THIS SECTION TO BE FILLED OUT BY CAMPUS PLANNING ONLY

Project Mgr: _____ Date:

Cost Estimate: _____ Schedule: _____ Project Code: _____

Remarks: _____

Campus Planning	NEW REQUEST ◎		AUGMENT EXISTING ◎		PROJECT NUMBER	
ACCOUNTING DEPT USE	DEPT NO.		ACCOUNT NO.		AMOUNT $	