Operational Memorandum	OM: 2.A.1
Sacramento City College	Adopted:

Attachment I:

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 it. For example, a request for more office space by a department would still go through the unit plan process. **Please complete all areas for the project requested, including the checklist on the last page**.

If this request is included in your Unit Plan, please add the objective number here:

Requester Information and Timeline:

Dean or Supervisor Name:		Date of Request	
Phone Extension:		Date Submitted to Dean/Mgr	
Project Location:		Date Presented to AVP/Mgr	
Desired Project Start Time:		Date Presented to VP Review Team (VPRT)	
Desired Project End Time:			

Please select box/boxes below for the project requested:

Room Configuration   New Computer Lab

Employee Work Station   Other

IT Modification

                                                                                Modification

College Goal

Please indicate college goal(s) (A-E):

A   B   C   D   E

Operational Memorandum	OM:
Sacramento City College	Adopted:

SCC Goals and Strategies

Please describe how this project meets the college's goals or strategies:

Guided Pathways

Please explain how this project aligns with the college's focus on guided pathways:

| Operational Memorandum | OM: |
| Sacramento City College | Adopted: |

Project

Please describe the proposed project:

Data

Attach data source and provide summary of data usage:

Dean or Supervisor Information

| Printed Name: | Signature: | Date: |

Operational Memorandum	OM:
Sacramento City College	Adopted:

Funding

Funding Source:

Available Funding:

Dean/Mgr Printed Name:	Signature:	
AVP/Mgr Printed Name:	Signature:	
VPRT Approval:	Meeting Date:	

VP Review Team Section Only

History of Project:

Meeting with Requester:

Date:	Date:
Date:	Date:
Date:	Date:
Date:	Date:

WORKING TOGETHER | PURSUING EXCELLENCE | INSPIRING ACHIEVEMENT

Operational Memorandum	OM:
Sacramento City College	Adopted:

Checklist

All boxes must be checked before submitting the facilities modification request form.

Requester Information and Timeline

Check boxes for project requested

College Goal

SCC Goals and Strategies

Guided Pathways

Project

Data

Dean or Supervisor Information

Funding

Signatures