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Operational Memorandum
Sacramento City College

OM: 2.A.1

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.

Requester Information and Timeline:

Dean / Supervisor:		Date of Request	
Project Location:			
Desired "Move-In" Date:			

Please select box/boxes below for the project requested:

☐

Room Configuration

☐

Employee Work Station

☐

IT Modification

☐

New Computer Lab

☐

Other

☐

Emergency
Modification



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Project

Please describe the proposed project and include the following information:

1. General overview of project
2. How it would benefit the College
3. How it would impact equitable academic achievement across all racial, ethnic, socioeconomic and gender groups.

Data – Please include the following

1. Number of students in program, if applicable
2. Actual usage rates for existing space, if applicable
3. Any other data pertinent to this project and its potential impact to student success.



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Funding

Funding Source:

Available Funding:

APPROVALS		DATE
Dean/Mgr Printed Name:	Signature	
AVP/Mgr Printed Name	Signature	

VP Review Team Section Only

Date Reviewed by VPRT:

History of Project