SAC M&O Remodel Approval Form

This form is to be completed when a department/division desires to remodel an office or classroom at SAC. It must be approved in advance and scheduled by the M & O Department. All remodeling costs are absorbed by the department such as carpet, paint, and electrical supplies. Labor costs will be evaluated.

Division/Department ___________________________  Today’s date __________
Division/Dept. Supervisor ________________________  Ext. __________
Division/Dept. Contact person ________________________  Ext. __________

Site  □ SAC  □ CEC  Bldg. _____  Rm. #_____  Other _____

Remodel Location:

Remodel Details:

Please complete and return to Mark Wheeler, Facilities Manager, Z101

________________________________________
M&O office use only

Date received: _______________  Received by _______________

Approved by: _______________  Date: _______________