



University of Nebraska Kearney

Space Alteration and Change in Room Use Form

Section I - Requestor Information

Requestor: _____ Department: _____
Phone Number: _____ Email: _____

Section II - Alteration/Change

Type: Alteration Change In Use Building: _____ Room Number: _____

Cost Center: _____ Needed By: _____

Description of Alteration/Change (Please attach additional information with printout if needed):

Justification for Alteration/Change (Please attach additional information with printout if needed):

Section III - Approval for Estimate

Approval of the Chair/Head, Dean, VC, Campus Architect, VCBF, and a funding source is required in order to complete the estimate.

Chair/Head

Dean/Director

Requestor's Vice Chancellor

Section IV - Initial Code Review

Comments: _____

Campus Architect**Date**

Vice Chancellor for Business & Finance**Date**

Section V - Facilities Management and Planning Estimate

Estimated Cost: \$ _____ Date of Estimate: _____ Estimate Expires: _____

Section VI - Approval Information

Approval by all parties constitutes a notice to Facilities Management and Planning to proceed with the project and charge all costs to the cost center listed above.

Facilities Management & Planning**Date**

Requestor's Vice Chancellor**Date**

Dean/Director**Date**

Vice Chancellor for Business & Finance**Date**

(ALL SIGNATURES ARE REQUIRED ON PRINTOUT TO PROCESS THIS REQUEST!)

Complete and send signed form to Facilities Management & Planning