

FACILITIES PLANNING TEMPLATE (REQUEST FORM)

(Submit one form per project request)

Department/Program: Library

Title of Request: Dial A Lesson Boxes

Location of Project: Teaching Lab, L-104

Department/Program Priority Ranking: (A Dept./Prgrm. may have more than one request with the same ranking.)

- Priority ranking options: 1, 2 (checked), 3, 4

Type of Request: (Check Below)

- Request types: Equipment, Installation, Routine Facilities Care, Space allocation, Maintenance (checked), Deferred (checked), Preventative, Ongoing, Emergency, Reconstruction, Refurbish, Remodel, Renovate, New Construction, Short Term 1-2 years, Mid Term 2-3 year, Long Term 3-5 years

Description of Request:

Remove Dial A Lesson Boxes from Teaching Lab, L-104

Justification for Request:

- Justification questions: Viability of program, Legal Mandate, Institutional Planning, Institutional Effectiveness, Collaboration

Justification narrative explaining the above answers:

Deferred maintenance.

Estimated Cost of Request: (If available) \$_____.