LEWIS CLARK
STATE COLLEGE

Remodel Request Form

Remodel requests are defined as a division or department requesting modifications to a space above and beyond normal, routine maintenance.

Procedure: Complete the following information. Attach a diagram or map with existing department/division locations identified including those that are adjacent to the requested space to be remodeled. Send this form with attached diagram or map to your respective Vice President (or President, if a Direct Report).

Refer to the Remodel Request Process (https://www.lcsc.edu/administrative-services/remodel-request-process).

Requestor Contact Information: **Background Information:**

Name:

Division/Dept:

Email:

Date Requested:

Proposal

Location:

Request justification:

Description and details:

Remodel scope and anticipated cost (if any):

Any additional comments:

See Approval and Routing on page 2

APPROVAL AND ROUTING

1. Requestor's respective Vice President (or President, if a Direct Report)

   Approve ☐   Disapprove ☐   Signature

2. Institutional Vice Presidents Review

   Approve ☐   Disapprove ☐   Date

3. Executive Cabinet

   Approve ☐   Disapprove ☐   Date

4. Physical Plant Review

   Recommend Proceeding ☐   Do not recommend ☐   Date

   Notes:

   Cost estimate:

   If no cost, proceed to step 5.

5. Information Technology Review

   Recommend Proceeding ☐   Do not recommend ☐   Date

   Notes:

   Cost estimate:

   If no cost, proceed to step 6.

6. Requestor's respective Vice President (or President, if a Direct Report) Review Cost Estimate

   Approve ☐   Disapprove ☐   Signature

7. If approved, the requestor proceeds to:

   - Enter a work request on Physical Plant Services website with pertinent detail from this request and email this completed form to the Physical Plant. Physical Plant will oversee the project, coordinate with other involved areas, and communicate the overall project costs to the requestor.

   - If necessary, enter an IT Help Desk Ticket with pertinent detail from this request and attach this completed form to the ticket, or email the form to the helpdesk.