

Facilities Modification Request

University of Hawaii at Hilo

(For all altering, repairing, improving, or demolishing to any University structure)
(Maintenance & Logistic Work; Use Auxiliary Services Job Order Request Form)

Revised 4/5/2016

Department Request:

From: _____ Department: _____ Phone: _____

Description:

Justification:

Required Completion Time: Date: _____ 3 Months 6 Months 1 year

Utility Required: Electricity Water Telephone Data Gas None Other: _____

Department Approval:

Approved – forward to Dean's Office

Available Funding: _____

Not Approved – Return to Requester

Signed by Chair: _____ Date: _____

Comments:

Program Review (for program requirements, space management funding, etc.):

College (or equivalent office) Approval:

Approved – Forward to Vice Chancellor (or equivalent office) for approval:

Not Approved – Return to College

Signed by Dean: _____ Date: _____

Comments:

VC Approval:

Approved – Forward to Auxiliary Services for Review & Process:

Not Approved – Return to College

Signed by VC: _____ Date: _____

Comments:

Auxiliary Services Review & Action: Environmental Health & Safety Concerns:

Is Hazardous Material involved? Yes No N/A

Security Concerns:

Operation & Maintenance Concerns:

In-House Repair No If No, forward to Office of Facilities Planning & Construction.
 Yes If Yes, continue as non-construction project

Estimated Completion Date: _____

Funding: Program Auxiliary Services Others: _____

Action: Proceed Pending Available Funding Return for Revision

See attached Comments and/or Recommendations

Director, Auxiliary Services: _____ **Date:** _____

Progress:

Final Approval Date: _____

Estimated Completion Date: _____

Current Status: _____ **Date:** _____

Actual Completion Date: _____

Actual Cost: _____