

**FACILITIES REQUEST 2017:**

Program or Service Unit:

Submitter:

Submitter Telephone:

Submitter e-mail:

Funding Source:

Needs Funding	<input checked="" type="checkbox"/>
Grant	<input type="checkbox"/>
Department	<input type="checkbox"/>

If you have multiple requests, please submit multiple forms.

Please share as many details as possible such as room location(s), type of facilities request, remodel or construction request, safety concern, or furniture request. If you have a cost estimate, that would be helpful, we will contact you for more details.

I am requesting the following facilities need:

Continued use of a designated Academic Senate office

It is vital to maintain a designated meeting/storage space for the Academic Senate to allow for unexpected circumstances that need to be addressed in confidence to resolve issues of importance in a timely manner. It is also necessary to have a small storage place for materials that may be checked out by the Senate members or award materials that need to be secured.

Basic office necessities:

- Desk/chair (confidential work space)
- File cabinet/storage (secured)
- Small meeting table/two guest chairs (meetings/interviews)
- Desktop computer or spare lap top (see ISIT request)
- Phone (see ISIT request)