

**OFFICE USE ONLY**

Date Received

Work Order Number



**MAINTENANCE / FACILITIES PROJECT REQUEST**

**Name**  **Phone Number**

Type of Project Requested:  Paint  Carpet  Other:

Are department funds available?  Yes  No

If yes, is quote needed?  Yes  No

Describe and justify desired change: (attach additional sheets if necessary; be as detailed as possible; providing adequate information will expedite the processing of your request)

**Location of Work :**

- James E. Proctor Jr. Building
- Charlotte Robinson Hall
- Computer Science Building
- Goodloe Alumni House
- Leonidas S. James Physical Education Complex
- Facilities Management Building
- MLK Jr. Communication Arts Center
- Theodore McKeldin Gymnasium
- William E. Henry Administration Building
- Center for Natural Sciences, Mathematics and Nursing
- Thurgood Marshall Library
- Center for Business and Graduate Studies
- Fine and Performing Arts Center
- Student Center

**Proposed room number(s) and present use:**

**Program/Department currently using space:**

Submission Approval: \_\_\_\_\_  
Department Head/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean / Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
President / Vice President / Provost

\_\_\_\_\_  
Date