

Date:

**University of Texas of the Permian Basin
Space Renovation or Usage Change Approval Form**

Submission and approval of this form does not substitute for filing Physical Plant work orders at <http://www.schoolde.com/> .

Name of person completing the form:

E-mail and phone number of person completing the form:

Unit originating this request:

Building and room number(s) to be renovated or changed:

Date by which the renovation or usage change is to be completed:

Account number for renovation charges:

Current Space Use Code of rooms requested for renovation or change (If you are not sure of the current usage code, please contact Physical Plant):

(110) Classroom (Provost Approval Required)

(210) Class Laboratory (Provost Approval Required)

Other Teaching Space (Notification to Provost Required)

Description of renovation/usage change (attach additional information if necessary):

Reason/purpose for renovation or usage change:

Cost estimate for renovations or changes. *This is only an estimate and is to the best of our ability without spending time obtaining exact measurements and material take-offs. (Attach estimate):*

Provide Cost Center:

Dean Approval (for College or School requests)/Date:

Provost and VP Approval (for Academic or Student Services Requests)/Date:

Vice President Business Affairs Approval/Date:

Information Resources Division/Date:

Institutional Research Planning & Effectiveness/Date:

Registrar (for classroom changes)/Date:

Physical Plant/Date:

President/Date: