SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Cañada College • College of San Mateo • Skyline College

SMCCCD Facility Project Request Form

Is this an emergency (imminent threat to persons, property or equipment? Please contact Facilities immediately

Step 1: Requestor fills out the form below, signs and submits to Dean/Administrator.	
Request Date:	
College:	Select one
Requestor Name & Title:	
Building Name / Number:	
Division or Work Area Name:	
Specific Room Number(s) (If Applicable):	
Please provide a description of all the work requested:	
	Requestor *(Signature)* :

Step 2: Has this need been articulated via Program Review, Student Learning Outcomes, or other institutional planning documents? If so, please attach a copy of the relevant section of the document. Sign and forward to Facilities Manager.	
	Dean / Administrator *(Signature)* :

Step 3: Provide Cost Estimate, sign and forward to Vice-President of Administration.	
Estimated Project Cost:	Facilities Manager *(Signature)* :

Step 4: VPA provide Funding Code, sign and forward to the VC of Facilities Planning, Maintenance & Operations.	
Funding Code (FOAPA):	Vice-President of Administration*(Signature)*:
	VC Facilities Planning, Maintenance & Operations *(Signature)* :