



Remodel Request Form

Remodel requests are defined as a division or department requesting modifications to a space above and beyond normal, routine maintenance.

Procedure: Complete the following information. Attach a diagram or map with existing department/division locations identified including those that are adjacent to the requested space to be remodeled. Send this form with attached diagram or map to your respective Vice President (or President, if a Direct Report).

Refer to the [Remodel Request Process](https://www.lcsc.edu/administrative-services/remodel-request-process) (<https://www.lcsc.edu/administrative-services/remodel-request-process>).

Requestor Contact Information:

Name:

Division/Dept:

Email:

Date Requested:

Background Information:

Proposal

Location:

Request justification:

Description and details:

Remodel scope and
anticipated cost (if any):

Any additional comments:

See Approval and Routing on page 2

APPROVAL AND ROUTING

1. Requestor's respective Vice President (or President, if a Direct Report)

Approve Disapprove Signature

2. Institutional Vice Presidents Review

Approve Disapprove Date

3. Executive Cabinet

Approve Disapprove Date

4. Physical Plant Review

Recommend Proceeding Do not recommend Date

Notes:

Cost estimate:

If no cost, proceed to step 5.

5. Information Technology Review

Recommend Proceeding Do not recommend Date

Notes:

Cost estimate:

If no cost, proceed to step 6.

6. Requestor's respective Vice President (or President, if a Direct Report) Review Cost Estimate

Approve Disapprove Signature

7. If approved, the requestor proceeds to:

- Enter a work request on Physical Plant Services site (<https://www.lcsc.edu/physical-plant/services>) with pertinent detail from this request and forwards this completed form to the Physical Plant at Plant@lcsc.edu. Physical Plant will oversee the project, coordinate with other involved areas, and communicate the overall project costs to the requestor.
- If necessary, enter an IT Help Desk Ticket (<https://kbox.lcsc.edu/>) with pertinent detail from this request and attach this completed form to the ticket, or email the form to helpdesk@lcsc.edu.