

# Renovation & Furniture Change Request

Please print out and complete this form to request a space or furniture change. Facilities Planning will then determine how your project should be managed. You can email it to [facplan@fgcu.edu](mailto:facplan@fgcu.edu)

## REQUESTER INFORMATION

Date: \_\_\_\_\_  
Requester: \_\_\_\_\_ Department: \_\_\_\_\_  
Location/Room: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## TYPE OF PROJECT

- Furniture/Equipment Only       Interior Improvements - Renovation  
(Room Finishes, Flooring, etc.)
- Interior Improvements - Remodel       New Construction/Addition  
(Walls, doors, etc.)      (Add structure, canopy, etc.)
- Other

Please describe your project below. Indicate the space name and number in the description if applicable. Attach additional paper if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FUNDING

Proposed Funding Type (multiple if appropriate):

- Education and General (E&G)       Contracts & Grants (C&G)  
 Capital Improvement Trust Fund (CITF)       Auxiliary  
 Department       Other

Maximum Budget Amount (Required) \$ \_\_\_\_\_

Activity Code (Required) \_\_\_\_\_

## SUPPORT

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

Vice President Approval: \_\_\_\_\_

Thank you for your patience as we process your request.

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