



SAC M&O Remodel Approval Form

This form is to be completed when a department/division desires to remodel an office or classroom at SAC. It must be approved in advance and scheduled by the M & O Department. All remodeling costs are absorbed by the department such as carpet, paint, and electrical supplies. Labor costs will be evaluated.

Division/Department _____ Today's date _____

Division/Dept. Supervisor _____ Ext. _____

Division/Dept. Contact person _____ Ext. _____

Site SAC CEC Bldg. _____ Rm. # _____ Other _____

Remodel Location:

Remodel Details:

Please complete and return to Mark Wheeler, Facilities Manager, Z 101

M&O office use only

Date received: _____ Received by _____

Approved by: _____ Date: _____

