CHANGE REQUEST FORM

This form shall be used to request a change to the UI Design Standards & Procedures manual. Please complete and return via e-mail for further consideration:

Facilities Management – Design Standards & Procedures
Attn: Mary Rue
200 USB
Iowa City, IA 52242
mary-rue@uiowa.edu

First and Last Name: ___________________________ Date: ______________________
Company Name: _______________________________ 
Email address: ___________________________ Phone: ______________________
Section and Page #: _______________________________

Change suggested:
Please use additional paper or the back of this form in order to provide as much detail as possible.

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Justification:

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Reviewed and Approved for Submittal by: ______________________________________
(Signature of requestor’s AD or Director)

Approvals:

Building & Landscape Services
______Recommended
(Signature of AD or Director)
(Printed Name)
Date: ____________
Utilities & Energy Management
______Recommended
(Signature of AD or Director)
(Printed Name)
Date: ____________
Design & Construction
______Recommended
(Signature of AD or Director)
(Printed Name)
Date: ____________