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: Jake Humphreys
200 USB
Iowa City, IA 52242
jake-humphreys@uiowa.edu

Requestor’s First and Last Name: ___________________________ Date: __________________
Department Name: _________________________________________
Email address: ______________________ Phone: __________________
Design Standards Edition: __________ Section Number: ____________ Page Number: ______
Change suggested:
Please use additional paper or the back of this form to provide as much detail as possible (if needed).

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Justification:
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Reviewed and Approved for Submittal by: ________________________________
(Signature of Requestor Department’s AD or Director)