

**FACILITIES MODIFICATION REQUEST  
HAWAII COMMUNITY COLLEGE**

(For renovation and major repair)

Department Request \_\_\_\_\_

Date: \_\_\_\_\_

From: \_\_\_\_\_

Dept: \_\_\_\_\_

Phone: \_\_\_\_\_

Description:

Justification:

Required completion time:    Date: \_\_\_\_\_    3 months    6 months    1 year

Utility Required:    Electric    Water    Telephone    Gas    None    Others: \_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_    Available Funding \$ \_\_\_\_\_

**Approvals    (Academic programs-Dept Chair's Approval)  
                  (Non-Academic units- Dean or Director's approval)**

   Approved - \_\_\_\_\_    Date \_\_\_\_\_  
                  Dept. Chair/Dean or Director's signature

Academic programs forward to Vice Chancellor for Academic Affairs  
Non-Academic units forward to Vice Chancellor for Administrative Affairs

   Not Approved – Return to Requester

Comments:

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**Vice Chancellor for Academic Affairs  
(Review for program requirements, space mgmt & funding)**

   Approved- \_\_\_\_\_    Date \_\_\_\_\_  
                  Vice Chancellor for Academic Affairs' signature  
Forward to Vice Chancellor for Administrative Affairs    Available funding \$ \_\_\_\_\_

   Not Approved – Return to Dept.

Comments: