


<i>Please complete white areas only. Provide as much detail as possible</i>		Salt Lake Community College Facilities Space Needs Request Form			
Submission Date					
Banner Account No.					
Project Name					
Campus Site / Location			Building Room Number(s)		
Requesting Department / Division			Affected Department(s) / Division(s)		
Contact Person			Authorized By		
Name		Name			
Title		Title			
Description of Project					
Purpose					
Timeline					
Justification					
Details of Request (provide a sketch of floor plans)					
Required Personnel and Budgets as a Result of Project Costs					
Current Expense	Hourly	Salary	Benefits	Other	
Total of Personnel Costs		Furnishing Total (attach detail)	Equipment Total (attach detail)	Increase in College Operating Cost	
Modification /Construction Costs			TOTAL PROJECTED COST		
Approval Signatures		Date	Position / Title		