



Monterey Peninsula College

Monterey Peninsula College
Facilities, Planning &
Construction
980 Fremont Street
Monterey, CA, 93940

Facilities Modification Request

Date: _____

Project Control Number: _____

Facilities only

Reviewed by: _____

All proposed modifications to MPC facilities (buildings, utilities, site work, etc.) must be submitted for approval using this form. Projects will be reviewed and, if approved, designed to ensure compliance with building codes and District standards for construction.

PROJECT LOCATION

Building Name or Location
Room Number

PROJECT REPRESENTATIVE

Name	
Phone	Email

REQUIRED SIGNATURES

Name of Department Head, Dean or Director	Signature
Name of VP	Signature

PROJECT JUSTIFICATION: _____

PROJECT DESCRIPTION: _____

FUNDING CODE: _____ COST ESTIMATE: _____

Facilities or ITS only

Project funds must be sufficient to cover the cost of design, construction, and a contingency for changes. All project funds must be available before construction or bidding can proceed. All cost estimates to be completed by Facilities and/or Information Technology Services.

Facilities Committee Review:	Approved for action or Prioritization	Referred to Ticket Maintenance	Deferred for Program Review	Additional Information Required
Print:				
Sign:				