



Facilities Management Design & Construction

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).

Multiple horizontal lines for providing details on the change suggested.

Justification:

Multiple horizontal lines for providing justification for the change.

Reviewed and Approved for Submittal by: _____
(Signature of Requestor Department's AD or Director)