



COMPLETE HIGHLIGHTED SECTIONS ONLY

UNIVERSITY OF WASHINGTON

BUILDING HOUR MODIFICATION REQUEST

1. DATE OF REQUEST

2. NAME OF PERSON INITIATING REQUEST TELEPHONE MAIL STOP
3. BUILDING / AREA COORDINATOR NAME Amanda Davis TELEPHONE 206-685-0952 MAIL STOP 352100
4. BUILDING NAME

5. PRESENT HOURS Table with columns: MON-FRI, SATURDAY, SUNDAY, HOLIDAYS, OTHER (LIST), QUARTER, ALL ENTRY DOORS?, SPECIFIC DOORS?. Includes times 7:30 AM and 5:15 PM.

6. REQUESTED HOURS Table with columns: MON-FRI, SATURDAY, SUNDAY, HOLIDAYS, OTHER (LIST), QUARTER, ALL ENTRY DOORS?, SPECIFIC DOORS?.

7. WHY IS THIS CHANGE BEING REQUESTED?

8. ARE THERE ANY SPECIAL REQUIREMENTS? WHO UNLOCKS THE BUILDING? BUILDING OCCUPANT CUSTODIAL SERVICE

9. LIST OF DEPARTMENTS / UNITS HOUSED IN THIS BUILDING WITH CONCURRENCE SIGNATURE FROM DEPARTMENT HEAD (ATTACH ADDITIONAL LIST AS REQUIRED.) Table with columns: NAME, CONCURRENCE.

10. OTHER REQUIRED SIGNATURE ROOM ASSIGNMENTS / TIME SCHEDULING OFFICE MAIL STOP CONCURRENCE CUSTODIAL SERVICES MAIL STOP CONCURRENCE

11. RETURN COPY OF COMPLETED FORM TO THE BUILDING COORDINATOR AND REQUESTING DEPARTMENT.