

SIUE Facilities Management General Improvement Request (GIR)

Section One: Request for Project Estimate

Requesting Department: _____ Date of Request: _____

Project Location: _____
Campus _____ Building _____ Room Number(s) _____

Requestor: _____ Phone: _____ Email: _____ Box: _____

Alternate Contact: _____ Phone: _____ Email: _____ Box: _____

Detailed Description of Improvements (Please submit attachments on a separate sheet)

Approvals Required to Obtain Estimate

Dean/Director: _____
Name _____ Signature _____ Date _____

Area Vice Chancellor: _____
Name _____ Signature _____ Date _____

Director, FM: _____
Name _____ Signature _____ Date _____

Administrative Use Only

Proj. Number: _____ Proj. Name: _____ Proj. Manager: _____