



**City College of San Francisco  
Facilities, Planning &  
Construction  
50 Frida Kahlo Way  
San Francisco, CA 94112**

**Facilities Modification Request  
(Green Sheet)**

Date: \_\_\_\_\_

Project Control Number: \_\_\_\_\_  
Facilities only

All proposed modifications to City College 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. (See check list on back of form.)

**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 AVC or VC	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.

Reviewed By:	Approved	Rejected	Deferred for Program Review	Additional Information Required
Print:				
Sign:				

# Facilities Modification Request Checklist

## Administrative

- Space Management
- Code Review
- Inspection for Code Compliance

## Professional Services

- Design Services – Facilities
- Design Services – Consultant
- Project Management
- Surveying
- Geotechnical Investigations
- Materials Testing / Special Inspections
- Hazmat / Asbestos
- Accessibility (ADA)

Modifications are defined as additions or changes to any building systems or components listed below:

## Site

- Utilities
- Grading & Drainage
- Landscaping / Irrigation
- Lighting
- Walkways
- Accessibility (ADA)

## Structure

- Foundation
- Floor
- Ceiling/roof
- Seismic/wind load

## Building Envelope

- Exterior Walls Doors / Closers Windows
- Roofing

## Interior Construction

- Fire Rated Construction
- Partitions
- Ceilings
- Doors
- Windows
- Hardware
- Cabinets / Countertops / Locks

## Interior Finishes

- Paint / Stain & Varnish
- Wall coverings
- Floor Coverings
- Ceiling Finishes

## Specialties

- White boards
- Bulletin boards
- Projection screens
- Signage / Door Numbers
- Keys / Access cards

## Conveying

- Elevator
- \_\_\_\_\_

## Plumbing

- Fire sprinkler system
- Sink
- Eye wash
- Heating Convactor
- \_\_\_\_\_

## HVAC

- Air conditioning
- Exhaust
- Supply / return grilles Fire / smoke dampers Thermostat / sensors VAV box
- Reheat coils
- Air / water balancing
- \_\_\_\_\_

## Electrical

- Lighting
- Power (outlets)
- Exit sign / emergency lighting
- Smoke detection & alarm

## Communications

- Voice
- Data
- Wireless
- CCTV / CATV

## Furniture, Fixtures & Equipment

- Movers
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

All modifications to City College facilities must be authorized, designed, constructed, and inspected to provide safe facilities for occupants and ensure compliance with building codes, and District construction standards.

# Facilities Modification Request

## Directions:

A Facilities Modification Request (FMR) should be completed for any desired modification or alteration to campus facilities including furniture, fixture and equipment (FF+E). The first step in the process is to identify the issue and location and Facilities, Planning and Construction (Facilities) will issue a project control number for your request. Justification (i.e extent to which the request will promote student success and/or equity) is required for each project and a detailed description of the modification with supporting documentation (i.e. photos, sample layouts, furniture or equipment model number) attached for review.

If the desired modification is proposed with a funding source (i.e. grants) please identify the fund code and account number. The FMR must be approved by the department administrator prior to Facilities or ITS review.

Once Facilities receives the FMR the project will be reviewed and an appraised value of the work will be issued and forwarded back to the requestor. FMR requests are reviewed for issues such as; aesthetics, compatibility with the campus standards, facilities master plan, hazardous conditions, the capacity of building systems, and life safety. Examples include everything from a new electrical outlet to a complete space renovation. If you are not sure if you need a FMR, please call (415) 239-3546 or email [facilities@ccsf.edu](mailto:facilities@ccsf.edu).

The FMR may require next level approval. Next level approval will require the department administrator to present the FMR to cabinet. If the project is approved and funded, the project will be assigned to Facilities or ITS and a timeline for completion will be established based the complexity of the work and agency review and the District procurement process. If the project is deferred or rejected, the project may be submitted as a program review item.

A link to access the FMR log is posted on the Facilities Planning & Construction website ([ccsf.edu/facilities/planning construction](https://ccsf.edu/facilities/planning%20construction)).