



ST. FRANCIS XAVIER UNIVERSITY

Alterations and Renovations Request Application

Facilities Management
 2175 Varsity Drive, Room 104, Antigonish, Nova Scotia, B2G 2L1
 Phone: (902) 867-2289
 fm@stfx.ca

Requested Action						
Please fill out information below and submit to appropriate Vice President for review.						
Step 1:	Applicant	Name				
		Department				
		Email				
		Phone Number				
		Signature				
		Date				
	Requested Action	Building				
		Room Number				
		Room Type				
		Description				
		Anticipated Completion Date				
		Anticipated Budget				
		Account Number				
	Review by Appropriate Vice President					
Review by appropriate Vice President to ensure the requested action is applicable to move to the next step.						
Step 2:	Vice President	Name				
		Signature				
		Date				
		Comments				
Feasibility Study by Facilities Management						
Study by Facilities Management team to see if requested action can be completed as requested and with the anticipated budget. Approved by Director of Facilities Management to move request to next stage of review.						
Step 3:	Requested Action	Issues / Concerns Identified (Please Explain Below)	Health & Safety	Yes / No	Cost	Yes / No
			Plumbing	Yes / No	Electrical	Yes / No
			HVAC	Yes / No	Hazardous Materials	Yes / No
			Building Code Requirements	Yes / No	Space Concerns	Yes / No
			Schedule	Yes / No	Other	Yes / No
			Issues / Concerns / Recommended Actions			
	Time Required					
	Estimated Budget					
	Reviewer	Name				
		Date				
	Director, Facilities Management	Name	Leon MacLellan			
Signature						
Date						
University Approval to Proceed with Request						
Submitted for consideration to proceed with request.						
Step 4:	Acceptance Date			Approved Budget		
	Account Number					
	Denied Date					
	Postponed Date			Estimated Start Date		
	Vice President, Finance & Administration	Name	Andrew Beckett			
		Signature				
Date						