

REQUEST FOR INSTALLATION OF TEMPORARY BUILDING

Applicant: _____

1. Type of building (trailer or modular building) _____

2. Proposed Location _____

3. Gross square footage _____

4. Duration of need (note: initial requests may be approved for a maximum of three years, unless the building is to be located within a "Consolidation Area" approved by CCPC): _____

5. Programs to be housed in the temporary building: _____

6. Explain why the following alternatives are not acceptable solutions (attach additional sheets if necessary):

a. Reallocating unused or underutilized space within existing facilities: _____

b. Constructing permanent facilities in conformance with long-range campus development plans:

c. Accommodating the need in off-campus lease space: _____

d. Freeing space in existing buildings by relocating selected uses to off-campus leased space:

e. Alternative scheduling of classes or work shifts to utilize existing facilities more efficiently:

Endorsed by: _____, requesting Vice Chancellor