UNIVERSITY OF WASHINGTON
BUILDING HOUR MODIFICATION REQUEST

2. NAME OF PERSON INITIATING REQUEST
   TELEPHONE
   MAIL STOP

3. BUILDING / AREA COORDINATOR NAME
   TELEPHONE
   MAIL STOP

4. BUILDING NAME

5. PRESENT HOURS
   MON - FRI | SATURDAY | SUNDAY | HOLIDAYS | OTHER [LIST] | QUARTER
   AM | AM | AM | AM | AM | AM
   PM | PM | PM | PM | PM | PM
   CLOSED | CLOSED | CLOSED | CLOSED | CLOSED | CLOSED

6. REQUESTED HOURS
   MON - FRI | SATURDAY | SUNDAY | HOLIDAYS | OTHER [LIST] | QUARTER
   AM | AM | AM | AM | AM | AM
   PM | PM | PM | PM | PM | PM
   CLOSED | CLOSED | CLOSED | CLOSED | CLOSED | CLOSED

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.)

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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.

   THE BUILDING COORDINATOR SHOULD NOTIFY ALL SIGNATORIES THAT THE BUILDING HOURS HAVE CHANGED, AND PLACE AN AD IN UNIVERSITY WEEK TO NOTIFY THE CAMPUS COMMUNITY.

SEPTEMBER 2002