UNIVERSITY OF WASHINGTON

BUILDING HOUR MODIFICATION REQUEST

1. DATE OF 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	ALL ENTRY DOORS?
PM	PM	PM	PM	PM	SPECIFIC DOORS?
CLOSED ☐	CLOSED ☐	CLOSED ☐	CLOSED ☐	CLOSED ☐	

6. REQUESTED HOURS

MON - FRI	SATURDAY	SUNDAY	HOLIDAYS	OTHER (LIST)	
					QUARTER
AM	AM	AM	AM	AM	ALL ENTRY DOORS?
PM	PM	PM	PM	PM	SPECIFIC DOORS?
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.)

NAME	CONCURRENCE
DEAN'S OFFICE	
DEAN'S OFFICE	

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