

Facility Modification Request – AR 6601
Form 4 (Notice of Project Request Close-Out)

Date: _____

To: Responsible Originating Administrator (ROA)

From: District Office Facilities (DO Facilities)
Facility Planning, District Construction and Support Services

Re: Facility Modification Request No. _____

The above-referenced Facility Modification Request is closed for the following reason(s):

- Work and activities are completed
- Lack of funding (FMR may be reopened upon request)
- Excessive delay (FMR may be reopened upon request)
- Bids over budget
- Work incorporated in a different FMR/project
- Work deemed appropriate to be completed by Campus Maintenance & Operations Staff
- Work is deemed to be Campus Maintenance not an FMR
- Other (Please explain) _____

This form constitutes formal notice that the District Office Facility Planning, District Construction and Support Services (DO Facilities) has officially closed the above-referenced FMR and all activities associated with such request. All FMR project funding and expenses has been accounted for, any appropriate expenditure transfers from the ROA to DO Facilities has been completed and any unused funds has been returned to ROA if necessary.

Total of All Final Costs for FMR: \$ _____

DO Facilities Project Manager (Name): _____

DO Facilities Reviewers:

Senior Accountant (Name): _____ Initials: _____ Date: _____

Director (Name): _____ Initials: _____ Date: _____

Assistant Vice Chancellor (Name): _____

Signature: _____ Date: _____