

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: \_\_\_\_\_