

Tarleton State University

Campus Map Change Authorization

September 14, 2012

Any changes to Tarleton State University Campus Maps must undergo approval and authorization before the changes are made to any drawing. Upon completion of the drawing changes, the drawing will be saved by the current date, and the old map will be placed in archive files for reference. A block stamp will be placed upon the map in Auto CAD with Facility Services, current date, and initials of the individual who was responsible for making those changes.

All changes of the map must be requested and approved before those changes can be made.

Request for Campus Map Change

Person Requesting Change:

Date:

Location of Change:

Change:

Approved for change: Date:

Joe D. Standridge, *Associate V.P. Facility Services*

Approved for design work: Date:

Aaron J. Wand, *Director of Planning, Design, and Construction*

Changes in Campus Map performed and saved: Date:

Patsy Reynolds, *Designer I*