



AFFORDABLE
I N N S

Document Change Request

Date Submitted: _____

DCR #: _____

SUBMITTER TO FILL OUT REQUIRED INFORMATION	
Document Number	
Document Name	
Submitted By	
Reason for Change	

GENERAL MANAGER / ON-SITE MANAGER	
Comments/Suggestions (Attach separate sheet if more space is needed)	
Signature(s) / Date	

List any other Procedures, Forms, Work Instructions, or Documents that would be affected By this change here: (continue on back if more space is needed)	

Note any possible safety considerations here: (continue on back if more space is needed)

Final Corporate Approval
(Sign and Date)