|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Class/Office Room Renovation Request** | | | | |  | **Budget Year** | |  |
|  |  |  |  |  |  |  |  |  |
| **If your department anticipates a class or office renovation during the next budget** | | | | | | | | |
| **year due to changing needs or grant requirements please complete the form** | | | | | | | | |
| **below.** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Department Number:** | |  |  |  |  |  |  |  |
| **Room Number(s):** | |  |  |  |  |  |  |  |
| **Department Chair:** | |  |  |  |  | **ext.** |  |  |
| **Contact Person:** | |  |  |  |  | **ext.** |  |  |
| **Time Frame for Completion:** | | | **From:** |  |  | **To:** |  |  |
|  |  |  |  |  |  |  |  |  |
| **Grant Funded:** | |  | **Yes** | **No** |  | **Grant Title** |  |  |
|  |  |  |  |  |  | **Grant $ for Renovation** | | |
|  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  |  |
| **Approved PBIE Initiative:** | | | **Yes** | **No** |  | **Year Approved** | |  |
|  |  |  |  |  |  |  |  |  |
| **AVP/ VP Approved:** | |  | **Yes** | **No** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Renovation Required:** | | | **Yes** | **No** |  | **Statutory** | **Voluntary** | |
|  |  |  |  |  |  |  |  |  |
| **New Flooring Required:** | | | **Yes** | **No** |  | **Carpet** | **Tile** |  |
|  |  |  |  |  |  |  |  |  |
| **IT Requirements:** | |  | **Yes** | **No** |  |  |  |  |
| **If yes, provide details:** | | |  |  |  |  |  |  |
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| **Construction Requirements** | | | **Yes** | **No** |  |  |  |  |
| **'If yes, provide details:** | | |  |  |  |  |  |  |
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| **Electrical Requirements** | | | **Yes** | **No** |  |  |  |  |
| **If yes, provide details:** | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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| **Plumbing Requirements** | | | **Yes** | **No** |  |  |  |  |
| **If yes, provide details:** | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| **Furniture Replacement:** | | | **Yes** | **No** |  | **Est. Furniture Cost** | | $ |
|  |  |  |  |  |  |  |  |  |
| **IT Equipment Disposal** | | | **Yes** | **No** |  |  |  |  |