

Construction & Planning Office
User Space & Furnishing Request
Part 1



Directions: This form should only be used when the requester is not moving any walls but require new room finishes. This form should be attached to the service request for further clarity, if needed.

To: Construction & Planning

Department Name: _____
Requestor Name: _____

NAME OF SPACE: _____ OCCUPANTS: _____ TOTAL RMS REQUESTED: _____

FUNCTION:

This area will be _____

RELATIONSHIP TO OTHER SPACES:

This area is to be located adjacent to the _____

FINISHES REQUESTED:

- | | | |
|------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Carpet | <input type="checkbox"/> Floor Tile | <input type="checkbox"/> Room Modifications |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Cove Base | <input type="checkbox"/> Utility Modification |
| <input type="checkbox"/> Wallpaper | <input type="checkbox"/> Ceiling Tile | <input type="checkbox"/> Other: _____ |

SPECIAL REQUIREMENTS:

Provide the following: _____

DESIGN FOR THE FOLLOWING OWNER PROVIDED:

<u>Moveable Furnishings:</u>	<u>Moveable Equipment:</u>	<u>To:</u>	<u>From:</u>
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	_____	_____
<input type="checkbox"/> No	<input type="checkbox"/> No		

For Construction & Planning Office Use

- | | | | | |
|-----|--|-----------------------------------|----------------------------------|---------------------------------------|
| cc: | <input type="checkbox"/> Building & Grounds for: | <input type="checkbox"/> Response | <input type="checkbox"/> Pricing | <input type="checkbox"/> Notification |
| | <input type="checkbox"/> Campus Utilities for: | <input type="checkbox"/> Response | <input type="checkbox"/> Pricing | <input type="checkbox"/> Notification |
| | <input type="checkbox"/> Space Allocation | <input type="checkbox"/> Response | <input type="checkbox"/> Pricing | <input type="checkbox"/> Notification |
| | <input type="checkbox"/> Enviro. Health & Safety | <input type="checkbox"/> Response | <input type="checkbox"/> Pricing | <input type="checkbox"/> Notification |

**Construction & Planning Office
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Part 2**



Use this side for each room change. Make additional copies as needed.

Room No.: _____ Current Room Name: _____

- New Function: Office Student Office
 Laboratory Reception Area
 Classroom Deans/Director Office
 Cubicles Work Room
 Other: _____

Work to be done:

Furnishing to be moved:

Equipment to be moved:
