

| GENERAL INFORMATION | | | |
|--|---------------------------|---------------|--------|
| DATE OF REQUEST: | DEPARTMENT: | | |
| NAME OF REQUESTOR: | | | EXT. # |
| LOCATION OF REQUESTED RENOVATION/REMODELING — CAMPUS: | | | |
| BUILDING #: | ROOM #: | OTHER AREA: | |
| PROJECT DESCRIPTION | | | |
| PROVIDE COMPLETE DESCRIPTION OF PROJECT: (Attach sketches or other information, if available): | | | |
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| REASON FOR REQUEST | | | |
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| COST AND FUNDING | | | |
| ESTIMATED COST: | ESTIMATED FUNDING SOURCE: | | |
| CONCEPTUAL APPROVALS | | | |
| SUPERVISOR/DATE: | | PROVOST/DATE: | |
| PRES/VP/ASSOC. VP: | | | DATE: |
| PLANT/BUDGET REVIEW | | | |
| DIRECTOR OF FACILITIES: (APPROVAL OF DESIGN/INFRASTRUCTURE /COST) | | DATE | |
| REQUESTOR: _____ | | | |
| Signature Acknowledges Completion | | | Date |

PLEASE NOTE: ALL AVAILABLE DRAWINGS, SKETCHES, AND/OR OTHER INFORMATION MUST BE ATTACHED TO REQUEST UPON SUBMITTAL.

REQUEST FOR RENOVATION/REMODELING GENERAL INSTRUCTIONS

All departments wishing to request renovation/remodeling must complete a *Request for Renovation/Remodeling* form, located at G:\Group\Everyone\Forms. To complete the form, please provide the information requested below. If additional assistance is needed, contact Facilities.

(NOTE: Use the tab key to move from section to section within the form.)

GENERAL INFORMATION

- Date of request
- Name of department making request
- Name of requestor
- Extension number of requestor
- Location of requested renovation/remodeling: Indicate campus (Winter Haven, Lakeland, Airside or Lake Wales), building number, room number, or other area (be specific).

PROJECT DESCRIPTION

- Provide a complete description of project. Attach all applicable sketches, drawings, and/or other information to form upon submittal. (*Contact the Director of Facilities-District for assistance in evaluating the scope of the project.*)
- Include date needed.

REASON FOR REQUEST

- Provide reason for request, for example: *Old carpet in building ** room *** needs replacing. Frayed areas are creating a safety hazard; etc.*

COST AND FUNDING SOURCE

- Provide your best estimate
- Indicate the proposed funding source for the project.

APPROVALS FOR CONCEPTUAL DRAWINGS AND BUDGET

- The supervisor of requesting department will indicate approval by signing/dating the form and forwarding to the appropriate Campus Provost or Associate Vice President.
- The Campus Provost or Associate Vice President will indicate approval by signing/dating the form and forwarding to the Vice President Vice President Administration/CFO. The request will be forwarded to the District Director of Facilities who will review and prepare it for design, budget estimating and scheduling.
- The requestor will be notified of the project's status.