

# Rogue Community College

## Buildings and Grounds Maintenance Remodeling and Redesign Project Request Form

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Project Location: \_\_\_\_\_

### Rationale for Remodeling Project:

Please describe your project, including the purpose of the modifications and how it will benefit the institution.

### Sources of Funding:

Amount

### Time Constraints:

Please list any time constraints for completing work. (Take into consideration student access, needs)

### Additional Considerations:

(e.g. installation of telephone/data equipment and wiring, start-up costs, moving costs, security systems, ongoing maintenance and utility costs, additional overhead, and plans/related costs for back-filling vacated space, if applicable.) (Contact Internet & Telecommunication Services and IT-Network & User Support Services for assistance)

### Approval

Indicate divisional representative that has approved the request (dean, director, VP)

### Decision by Ad-Hoc

Approved

Not Approved

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**Will your project impact any of the following:**

<b>Walls</b>	<b>Yes</b>	<b>No</b>
Are you adding or removing any walls?	<input type="checkbox"/>	<input type="checkbox"/>
Are you taking down a wall?	<input type="checkbox"/>	<input type="checkbox"/>
Are you installing a new wall?	<input type="checkbox"/>	<input type="checkbox"/>
Does this wall currently have network/telephone or need it?	<input type="checkbox"/>	<input type="checkbox"/>
Does this wall currently have electricity or need it? (see below)	<input type="checkbox"/>	<input type="checkbox"/>

  

<b>Doors</b>	<b>Yes</b>	<b>No</b>
Are you adding a door?	<input type="checkbox"/>	<input type="checkbox"/>
Need standard interior door	<input type="checkbox"/>	<input type="checkbox"/>
Need exterior panic door	<input type="checkbox"/>	<input type="checkbox"/>
Are you removing door?	<input type="checkbox"/>	<input type="checkbox"/>
Are you wanting to move a door?	<input type="checkbox"/>	<input type="checkbox"/>

  

<b>Windows</b>	<b>Yes</b>	<b>No</b>
Will you need additional windows installed?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be removing any windows?	<input type="checkbox"/>	<input type="checkbox"/>
Will you need window treatments?	<input type="checkbox"/>	<input type="checkbox"/>

  

<b>Painting</b>	<b>Yes</b>	<b>No</b>
Do you need any painting done?	<input type="checkbox"/>	<input type="checkbox"/>

  

<b>Lighting</b>	<b>Yes</b>	<b>No</b>
Will your project require additional light fixtures?	<input type="checkbox"/>	<input type="checkbox"/>
Will your project be removing any light fixtures?	<input type="checkbox"/>	<input type="checkbox"/>

  

<b>HVAC</b>	<b>Yes</b>	<b>No</b>
Will your project affect air flow in the room?	<input type="checkbox"/>	<input type="checkbox"/>
Will additional venting be required?	<input type="checkbox"/>	<input type="checkbox"/>

  

<b>Flooring</b>	<b>Yes</b>	<b>No</b>
Will you need modifications to flooring?	<input type="checkbox"/>	<input type="checkbox"/>

  

<b>Electrical</b>	<b>Yes</b>	<b>No</b>
Will your project need electrical added or removed?	<input type="checkbox"/>	<input type="checkbox"/>
Will your project cause a higher electrical draw?	<input type="checkbox"/>	<input type="checkbox"/>

  

<b>Network Needs</b>	<b>Yes</b>	<b>No</b>
Will your project need System Network added or removed?	<input type="checkbox"/>	<input type="checkbox"/>
Will your project cause a higher Network draw?	<input type="checkbox"/>	<input type="checkbox"/>

  

<b>Equipment and Furniture</b>	<b>Yes</b>	<b>No</b>
Does your project need specific equipment installed?	<input type="checkbox"/>	<input type="checkbox"/>
Does your project need furniture?	<input type="checkbox"/>	<input type="checkbox"/>

  

<b>Temporary Quarters</b>	<b>Yes</b>	<b>No</b>
Do you need a temporary office space while work is completed?	<input type="checkbox"/>	<input type="checkbox"/>

  

<b>Other</b>	<b>Yes</b>	<b>No</b>
Are there any other needs for your project?	<input type="checkbox"/>	<input type="checkbox"/>