



NEW HIRE RESEARCH SPACE RENOVATION FORM

*Please use this form for all office and research space renovation requests.
Renovation and/or construction cost requests will be followed up by the Provost's Office.*

New Faculty's
Name

Actual or Anticipated Date of Offer

Employment Start Date

Department

College/School

Renovation Requests

	Research Space (Dry Lab)	Research Space (Wet Lab)
<i>Location</i>		
<i>Is this a Renovation? What kind of Renovation?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Major <input type="checkbox"/> Minor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Major <input type="checkbox"/> Minor
<i>Estimated Cost of Renovation</i>		
<i>Brief Description</i>		

Department
Chair/Director

_____ Name (please TYPE or PRINT legibly)

_____ Signature

_____ Date

College/School
Dean

_____ Name (please TYPE or PRINT legibly)

_____ Signature

_____ Date

Note: To request renovation, please follow the [Instructions for Requesting OUA Renovation Quotes](#) from the Architect's Office.
Send completed form and attachments to AC 333

Approval

Architect's Office

Date

Provost and Senior Vice President for Academic Affairs

Date