

# Campus Infrastructure and Sustainability

Space Renovation Request

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| **Originated by** |
| Department | Click or tap here to enter text. |
| Requestor / Contact | Click or tap here to enter text. |
| Local | Click or tap here to enter text. |
| Date  | Click or tap here to enter text. |
| **Scope of Work Requested** |
| Please describe work and identify any options you would like to see and is it funded by the requestor? | Click or tap here to enter text. |
| **Rationale and impact** |
| Please provide justification for renovations e.g., benefits & impact to program and delivery/ impact if not completed, administrative challenges, departmental efficiencies etc. | Click or tap here to enter text. |
| **Suggested timing (if applicable)** |
| Identify any factors that may impact scheduling of this request; furthermore, this is a good time to suggest when you would like to see the work done | Click or tap here to enter text. |
| **Approval for request** |
| Department Chair | Click or tap here to enter text. |
| Dean / Director | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |
| **Decision (For internal use only)** |
| Notes | Click or tap here to enter text. |
| Funding decision | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |