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)**
Location		
Is this a Renovation? ***What kind of Renovation?***	**_____ Yes _____ No** **_____ Major _____ Minor**	**_____ Yes _____ No** **_____ Major _____ Minor**
Estimated Cost of Renovation		
Brief Description		

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