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Request for Room Renovation, Space or Change of Function

- o Select the appropriate item from the menu on the left.
- o Complete the form in its entirety.
- o Attach any supporting documentation as needed.
- o Submit the form by clicking the submit button. You will receive a copy of the submittal to the email address provided.

Room Renovation

Contact Information		
Requesting Department: Research Office		Date of Request: May 26, 2016
Contact Name: Terry Brown	Contact Phone: (918) 561-1408	Contact Email: terry.j.brown@okstate.edu

Request for Renovation of Space

Provide building name and room number(s) of the room(s) to be renovated. Use the Choose File button to upload any applicable drawings. It is not necessary to provide detailed drawings as Facilities will develop if approved.

No file chosen

Take a moment and describe the reason for the renovation. What are the implications if the renovation is not approved?

Please describe the renovation need in detail. Address special requirements such as plumbing, electrical, etc. It is not necessary to provide detailed drawings as Facilities will develop if approved.

Space will be used for:

- Office
- Research Lab
- Storage
- Other

Will you need additional furnishings?

- Yes
- No

Funding Information

What is the source of funds for the renovation?

- College
- Department
- Division VP
- Funds Not Identified
- Grant
- Other

How much is available to commit to the project?

Authorization Signatures

Department Chair or Director	Date