

## 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