

# Skidmore College Renovation or Alteration Request Form

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**Unit Requesting Change:**

Contact: \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Phone: \_\_\_\_\_

Department: \_\_\_\_\_  
Location: \_\_\_\_\_  
Date: \_\_\_\_\_

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**Purpose of Request:**

- To enhance existing or accommodate new instructional programs.
  - To enhance existing or accommodate new research programs.
  - To enhance existing or accommodate new administrative services to academic programs.
- =====
- This request uses existing available space or facilities. Identify space below.
  - This request requires the renovation of existing space or facilities. Identify space below.
  - This request requires the commitment of additional space or facilities. Identify space below.

Space Location: \_\_\_\_\_

- This request is for a recognized college institute, center or laboratory.
  - This request is for new or replacement specialized equipment.
- =====

**Description of Request:****Description of Space Use:**

Space will be primarily used by:

- Faculty       Students
- Staff         Independent Operations
- Other \_\_\_\_\_

Space will be primarily used for:

- Instruction     Research       Files/Storage
- Meetings       Laboratory     Workroom
- Office         Computers     Secretarial

Number of Occupants Ranges from \_\_\_ to \_\_\_

Date Space is Needed: \_\_\_\_\_

Length of Time Space is Needed (years/months): \_\_\_\_\_

Please describe any other general requirements of this space including its proximity to other facilities, if applicable: \_\_\_\_\_

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**Project Checklist:** Please indicate all requirements that apply to this request.

**Casework:**

- Base Cabinets
- Wall Cabinets
- Countertops
- Islands
- Custom Cabinets
- Shelving
- Solvent Cabinets

**Mechanical:**

- Hoods
- Equip Cooling
- Gas
- Compressed Air
- Central Vacuum
- CO2
- Special Plumbing

**Electrical:**

- Additional Power
- Clean Power
- UPS
- General Lighting
- Computer Light
- Task Lighting
- Darkroom Lighting

**Furnishings:**

- Modular Furniture
- Freestanding Furniture
- File Cabinets
- Other-Please Specify:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Communication:**

Telephones

Data Cabling

Other: \_\_\_\_\_

**Special Equipment and Furniture:** Please list the types, quantities and approximate cost of special equipment or furniture to be included by the request. Please attached any/all quotes.

QUANTITY	DESCRIPTION	SIZE/WEIGHT/DIMENSION	COST CONSIDERATION
			<input type="checkbox"/> Existing <input type="checkbox"/> To Be Purchased \$ _____
			<input type="checkbox"/> Existing <input type="checkbox"/> To Be Purchased \$ _____
			<input type="checkbox"/> Existing <input type="checkbox"/> To Be Purchased \$ _____
			<input type="checkbox"/> Existing <input type="checkbox"/> To Be Purchased \$ _____
			<input type="checkbox"/> Existing <input type="checkbox"/> To Be Purchased \$ _____

**Chair:** This proposed project is consistent with departmental policies and objectives. Departmental financial and space allocation commitments are noted and approved. By my signature, I indicate concurrence with this request.

Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Dean/Assoc. Dean:** This proposed project is consistent with departmental policies and objectives. Departmental financial and space allocation commitments are noted and approved. By my signature, I indicate concurrence with this request as a \_\_ high or \_\_ low college priority.

Dean/Assoc. Dean Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*An estimate of construction costs associated with this request is required. Please forward this form to Loretta Greenholtz, 424 PMH, who will coordinate with Facilities Services to obtain a construction cost estimate.*

Capital & Minor Project Requests: Definitions and Information <http://www.skidmore.edu/budget/capital-equipment-projects.php>

**DO NOT WRITE BELOW THIS LINE**

**Academic Affairs Space Management/Planning Coordinator Approval:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Account #: \_\_\_\_\_

Account #: \_\_\_\_\_

Account #: \_\_\_\_\_

Capital request: Yes/No

Minor project request: Yes/No

Individual Office IT request: Yes/No

Budget quote/estimate(s) attached: Yes/No/Pending

## NOTES:

