



## 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

**Approval**

\_\_\_\_\_  
Architect's Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost and Senior Vice President for Academic Affairs

\_\_\_\_\_  
Date