



Renovation/Move Request Form

Department Name: _____ Submittal Date: _____

Department Number: _____ Requesting Director: _____

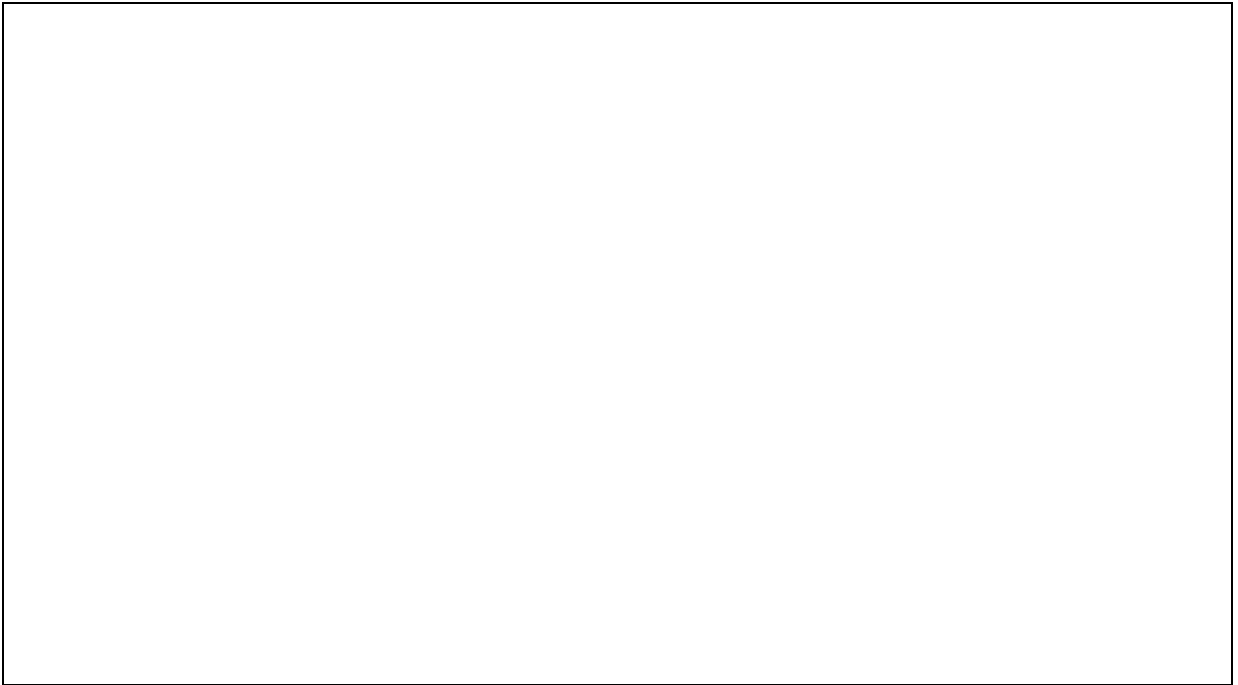
1. Detailed description of work to be performed and the area affected. (To be completed by department director)

2. Estimated cost \$ _____
3. Use the back of this form to show existing area as well as proposed changes.
4. Approvals Needed:

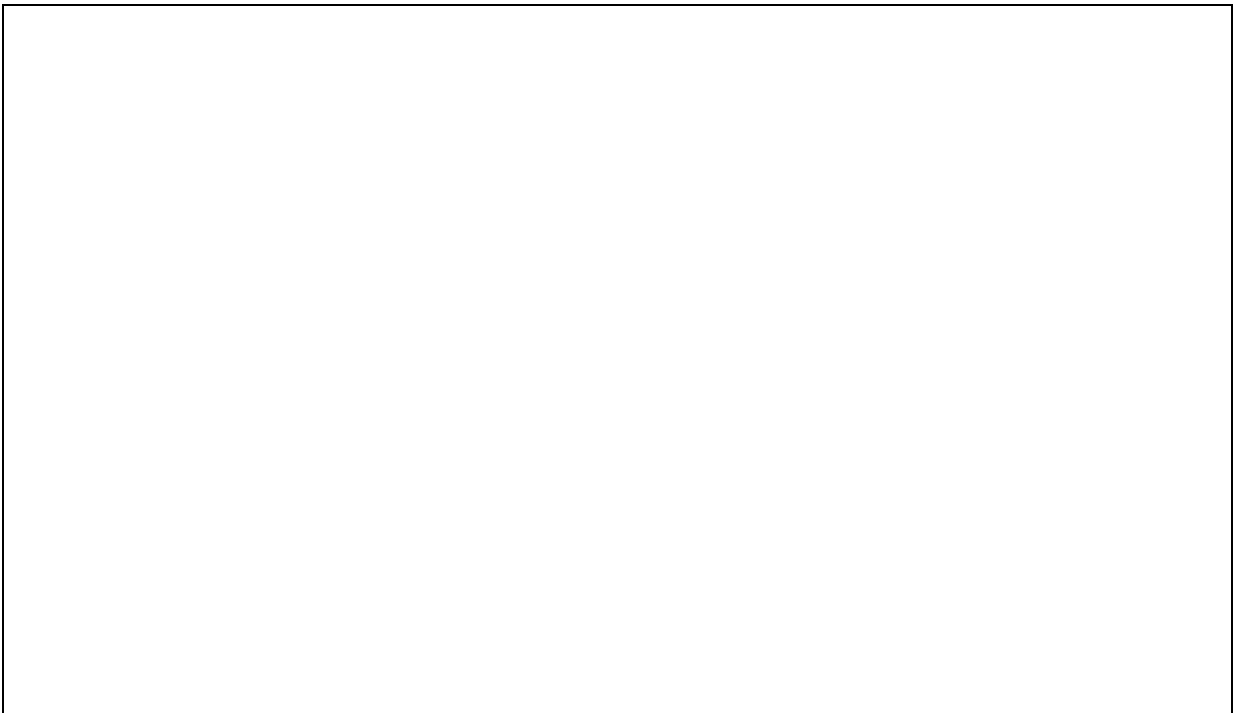
	YES	NO
Administrative Representative	[]	[]
Plant Operations:	[]	[]
Information Technology:	[]	[]
Facilities Committee:	[]	[]
Administrative Council:	[]	[]
ICRA Required:	[]	[]

5. Please sketch proposed move/changes compared to how things are now.

Existing

A large, empty rectangular box with a thin black border, intended for sketching the existing state of a system or process.

Proposed

A large, empty rectangular box with a thin black border, intended for sketching the proposed state of a system or process, showing changes compared to the existing state.

Helpful Hints

Phone/Computer Moves

- a. Will staff be able to access network printers after the move?
- b. Are there phone/network connections in the vicinity of where the new equipment is to be moved?
- c. Be mindful of any HIPAA requirements that might impact how your computer and monitor are positioned.
- d. Did you consider furniture to place equipment on? The IT department does not provide computer desks, printer stands, etc.
- e. If new numbers are added or deleted, a new listing will need to be compiled for IT and the switchboard.

Moves

- a. Make sure there is adequate power to where you want to move equipment. Remember, extension cords are not allowed.
- b. Are desks going to be moved? If so, is the desk serviceable?
- c. Have staff member been informed of the move? Have they cleared their old area and prepared the new area?
- d. Are there sprinklers in the room?
- e. Will the lighting in the room be adequate?
- f. If new equipment is being added, is there adequate space?
- g. Will the proposed changes maintain an acceptable egress?
- h. Be sure to allow for changes in keys if the area is to be locked.