

RENOVATION REQUEST FORM

Please return completed form to facilities@vaniercollege.qc.ca

Date: _____

Requestor: Name: _____ Department: _____

Tel: _____ E-mail: _____

Contact Person (if different from Requestor): _____
Name Tel:

Department Cadre Signature: _____ Date: _____

Specifications below must have enough detail to enable project costing

Description of work: Include location (room #), approximate size of area (ft²) Attach sketch if possible.

Benefits of project:

Will this work involve:

| | Tick if yes | |
|-----------------------|--------------------------|-------------------------|
| Additional space | <input type="checkbox"/> | _____ |
| Wall subdivisions | <input type="checkbox"/> | _____ _____ _____ |
| Ventilation | <input type="checkbox"/> | _____ _____ |
| Signage | <input type="checkbox"/> | _____ _____ _____ |
| Lighting & electrical | <input type="checkbox"/> | _____ _____ |

| | | |
|------------------------------------------------------|--------------------------|-------|
| Flooring | <input type="checkbox"/> | _____ |
| | | _____ |
| Ceilings | <input type="checkbox"/> | _____ |
| | | _____ |
| Doors/Glass Partitions | <input type="checkbox"/> | _____ |
| | | _____ |
| Plumbing | <input type="checkbox"/> | _____ |
| | | _____ |
| Curtain/Blinds | <input type="checkbox"/> | _____ |
| | | _____ |
| Painting | <input type="checkbox"/> | _____ |
| | | _____ |
| Wiring (telephone, Computers) | <input type="checkbox"/> | _____ |
| | | _____ |
| Move or Purchase (furniture or equipment) | <input type="checkbox"/> | _____ |
| | | _____ |
| Security Equipment | <input type="checkbox"/> | _____ |
| | | _____ |
| Displacement or relocation of personnel | <input type="checkbox"/> | _____ |
| | | _____ |
| Other | <input type="checkbox"/> | _____ |

Ideal renovation dates: _____

Start date **End date**

Clarification as to why these dates are best and other information regarding timetable: _____

Other considerations that may impact this project : _____

Funding Source: (special grants) _____