

# Project Request Form

College of Agriculture & Life Sciences, Cornell University

Complete this form to request a space renovation or other CALS facilities project.

## Space to be renovated

Building: \_\_\_\_\_ Room(s): \_\_\_\_\_

Type of space (e.g., lab, office, etc.): \_\_\_\_\_

## Occupant

Name(s): \_\_\_\_\_

Department(s): \_\_\_\_\_

Is this renovation for a new faculty member (yes/no)? \_\_\_\_\_

Is the occupant the primary contact (yes/no)? \_\_\_\_\_

If no, name, phone and e-mail of primary contact: \_\_\_\_\_

Brief description of requested renovation (attach additional documentation as necessary and/or available): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimate(\$): \_\_\_\_\_ How determined? \_\_\_\_\_

Expected funding source: \_\_\_ CALS \_\_\_ Other (specify: \_\_\_\_\_)

## Approval

Department Chair signature: \_\_\_\_\_

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

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Mail to: Senior Associate Dean, Roberts Hall