

**COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT**

**RENOVATION REQUEST FORM**

For projects estimated to cost less than \$100,000, please refer to the guidelines on the "[PPD Work Orders and Renovation Procedures](#)".

For projects estimated to cost \$100,000 or more (or for a piece of equipment costing \$200,000 or more), please complete this form, including the signature of the department head. Forward this form, plus the estimate, to the CAFE Business Center, N-106-A Ag North, 0091.

Project Title: \_\_\_\_\_

Department #: \_\_\_\_\_ Responsible Person & Phone #: \_\_\_\_\_

Building Name & Number: \_\_\_\_\_ Room #: \_\_\_\_\_

Will this change the classification of space (e.g. classroom to office)? Yes No

If yes, explain: \_\_\_\_\_

Is this an upgrade compared to the function of the existing item/structure? Yes No

If yes, explain: \_\_\_\_\_

Briefly describe work to be performed and who (company name) will be performing the work:

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

Justification of Request: \_\_\_\_\_

Renovation Mission (check only one): Instruction      Research      Admin      Extension      Other

Expected Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

FUNDING SOURCE (please provide amounts and cost objects used to fund this renovation):

\_\_\_\_\_

This is a capital equipment purchase. Must include Major Equipment Purchase form.

\_\_\_\_\_  
Department Head