

REQUEST FOR FF&E INSTALLATION PERMIT (Fixtures, Furniture & Equipment form to be completed by the Applicant)		
Date Filed:	Requestor's Name:	Phone No.
Furniture Location (Building & Room)		Requesting MPP and Department:
Description of Work: <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> Furniture Replacement Only (No change in space. Direct replacement.) 1. Description of new furniture:		
Tentative Project Schedule: Preferred Completion Date: _____ Are there constraints on the schedule? <input type="checkbox"/> No <input type="checkbox"/> Yes, _____		
Existing Room Use/Designation: <input type="checkbox"/> Classroom <input type="checkbox"/> Office <input type="checkbox"/> Meeting Room <input type="checkbox"/> Lab <input type="checkbox"/> Other: _____		
Proposed Room Use/Designation: <input type="checkbox"/> Classroom <input type="checkbox"/> Office <input type="checkbox"/> Meeting Room <input type="checkbox"/> Lab <input type="checkbox"/> Other: _____		
Is there a need for new or relocation of power/data/phone? <input type="checkbox"/> No <input type="checkbox"/> Yes	Is there a need for new carpet, flooring or window coverings? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Is there a requirement for new paint or touch ups? <input type="checkbox"/> No <input type="checkbox"/> Yes	Is there a need for existing furniture to be moved out of or returned to the room by FD&O? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Are there fire sprinklers in the ceiling or a panic button to be relocated/installed? <input type="checkbox"/> No <input type="checkbox"/> Yes	Chart field/Account #: _____ Estimated Budget Amount: \$ _____	
Notes: 1. Refer to attached file for furniture submittal requirements. 2. Link submittal package in WebTMA and attach to your corresponding work order.		
REQUIRED: All furniture orders must submit a service request to FD&O.		
Request Number: _____		

FD&O Use Only	
Work Order Number: _____	Project Number: _____
Reviewed by: _____	Date: _____

Facilities Development and Operations

FURNITURE SUBMITTAL REQUIREMENT FOR VENDOR:

1. Drawing- Furniture in plan view, including the following information: (see Graphic A as an example)
 - a. Room dimensions
 - b. Proposed/remaining furniture in room
 - c. Accurate door/window location
 - d. ADA clearances
 - e. Power/data outlet locations
 - f. Fire notification device location, if any
 - g. Graphic scale
 - h. Vendor's signature
2. Detail Drawing- Relevant details (i.e. Wall anchoring detail for shelf, hutch & desk attachment, overhead cabinet hanging bracket to wall, knee space dimensions for ADA counter/work station... etc.)
3. Furniture quote (itemized)

Graphic A: (Sample Layout Plan)

