# CAMPUS PLANNING & DESIGN

## PROJECT SUMMARY CHECKLIST and APPROVAL TO PROCEED with DESIGN

<table>
<thead>
<tr>
<th>Date</th>
<th>CPD Project Number</th>
<th>SOUND ISOLATION/ ACOUSTIC TREATMENT</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>WOOD</td>
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<td>CARPET</td>
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<td>ASBESTOS ABATEMENT</td>
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<td>LEAD ABATEMENT</td>
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<td>OTHER</td>
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### FURNITURE
- Systems
- New
- Reconfigure
- Other

### CEILING/CEILING FINISH
- Acoustic Tile
- Exposed
- Repair Existing
- Total Ceiling Replacement
- Other

### FLOOR FINISH
- Washable
- Sealed Conc.
- Carpet
- Resilient
- Other

### WALL FINISH
- Paint
- Dry Wall
- Acoustic Panels
- Ceramic Tile
- None
- Walls
- Ceiling
- Adjustable

### SOUND ISOLATION/ ACOUSTIC TREATMENT
- Wood
- Ceramic Tile
- Other

### WINDOW COVERINGS
- Blinds
- Shades

### SAFETY & ENVIRONMENT
- Fire Protection
- Hazardous Waste
- Soil Erosion
- Asbestos Abatement
- Lead Abatement
- Other

### SECURITY
- Cameras
- Alarms
- Card Access
- Clocks

### OTHER NEEDS:
- Design Development
- Fire Marshall
- ADA Access
- Moving
- Storage
- Dig Permit

### LIGHTING
- Natural Light
- Fluorescent
- New Fixture
- Task
- Track
- Black-Out Ability
- Dimmer

### HVAC
- Fixed Temp
- Fume Hood
- Humidity Control
- Air Filtration
- Special Ventilation
- Balanced Air Supply
- Separate System
- Other

### PLUMBING
- Hot Water
- Cold Water
- Compressed Air
- Gas
- Sink
- Other

### ELECTRICAL POWER
- 110V / 20A / 1P PHASE
- 208V / 40A / 3 PHASE
- Convenience Outlets
- Other
- Projection

### COMMUNICATION
- Video/Cable
- Data Connection
- Audio System
- Other

### REVIEW REQUIREMENTS
- Fire Marshal
- Disabled Resources Services
- IT
- Environmental Health and Safety
- Physical Plant Crafts

### EXCLUSIONS

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Scope for Approval

Budget Estimate: $ Desired Completion Date: 

Approval to Proceed with Design:

<table>
<thead>
<tr>
<th>Requestor</th>
<th>Date</th>
<th>Financial Manager</th>
<th>Date</th>
<th>Dean or V.P.</th>
<th>Date</th>
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