THE UNIVERSITY OF MEMPHIS

FORM B

CAMPUS PLANNING & DESIGN
PROJECT SUMMARY CHECKLIST and APPROVAL TO PROCEED with DESIGN

Date_____ **CPD Project Number** _____

FURNITURE
- ☐ SYSTEMS
- ☐ NEW
- ☐ RECONFIGURE
- ☐ OTHER _____

CEILING/CEILING FINISH
- ☐ ACOUSTIC TILE
- ☐ EXPOSED
- ☐ REPAIR EXISTING
- ☐ TOTAL CEILING REPLACEMENT
- ☐ OTHER_____

FLOOR FINISH
- ☐ WASHABLE
- ☐ SEALED CONC.
- ☐ CARPET
- ☐ RESILIENT
- ☐ WOOD
- ☐ CERAMIC TILE
- ☐ OTHER_____

WALL FINISH
- ☐ PAINT
- ☐ DRY WALL
- ☐ ACOUSTIC PANELS
- ☐ CERAMIC TILE
- ☐ OTHER_____

SOUND ISOLATION/ ACOUSTIC TREATMENT
- ☐ NONE
- ☐ WALLS
- ☐ CEILING
- ☐ ADJUSTABLE
- ☐ ACOUSTIC ISOLATION
- ☐ ACOUSTICAL DOORS
- ☐ 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
- ☐ OTHER_____

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 _____

COMMUNICATION
- ☐ VIDEO/CABLE
- ☐ DATA CONNECTION
- ☐ AUDIO SYSTEM
- ☐ PROJECTION
- ☐ OTHER _____

REVIEW REQUIREMENTS
- ☐ FIRE MARSHAL
- ☐ DISABLED RESOURCES SERVICES
- ☐ IT
- ☐ ENVIRONMENTAL HEALTH AND SAFETY
- ☐ PHYSICAL PLANT CRAFTS

EXCLUSIONS
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Scope for Approval_____

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Budget Estimate: $_____Desired Completion Date: _____

Approval to Proceed with Design:

Requestor	Financial Manager	Dean or V.P.
_____	_____	_____