



This form shall be used for requesting finish selections, including flooring and paint color. Once it is filled out, the request shall be sent to the Office of Planning, Design & Construction in order to schedule work. A minimum of 5 working days notice must be given prior to the need for finish selection. Please note that the acquisition of samples may require additional lead time.

Upon completion, this form shall be sent to the Office of Planning, Design & Construction.

FOR FACILITIES MANAGEMENT USE ONLY

Facilities Maintenance Contact: _____

Work Order No.: _____ **PRF No.:** _____

Department/Client Contact: _____

Phone Number: _____ **Email Address:** _____

Budgeted Amount: _____

Building Name: _____ **Room No.:** _____

Request Includes (Mark all that apply):

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> VCT | <input type="checkbox"/> Carpet |
| <input type="checkbox"/> Laminate | <input type="checkbox"/> Furniture |
| <input type="checkbox"/> Paint Color | <input type="checkbox"/> Other: _____ |

Desired Timeframe: _____

Comments: (Describe any existing conditions or project expectations)

PLANNING, DESIGN & CONSTRUCTION USE ONLY

Project Manager: _____ **Date Received:** _____

Response/Comments: