

FURNITURE DESK

Furniture Project Registration Form

Project Name:

Project Registration Date: Facilities Project Registration #:

Contact & Ext Desired Completion Time line:

Project Location: Funding Source

Budget (if known)

Furniture Desk Project Lead to be maintained by (department and person):

Notes and Site Assessment Needs: (if yes, provide brief description of need):

Project Scope Definition:

- Evaluation
- Budget Preparation
- Relocation
- New purchase
- Reconfiguration
- Peripherals
- Combination
- Add on to Existing
- Resource Assistance

If furniture is being retained, what is the current brand(s) :

Initial Project Routing and Involvement Instructions:

- Procurement
- Risk Management
- Plant Operations
- Facilities Planning

Other:

Referral (to):

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Project Survey

Free Standing Furniture

How Many Stations:

Casegoods:

- Desk
- L shaped
- U shaped
- Credenza

Seating:

- Task Chair
- Guest Chair
- Lounge/Lobby Application
- Storage
- Lateral
- Vertical
- Bookcase
- Supplies

Modular / Systems

How Many Stations:

- Single Stations
- Shared Stations
- Reception Stations
- Powered
- Non-powered
- Other Furniture Needs**
- Ergonomic tools
- Millwork

Related Needs

- Electrical Modifications
- Telcom Modifications
- Lighting
- HVAC Issues
- Wall Repair
- Workplace Evaluations**
- Work site Evaluation
- Lighting Assessment
- Storage/Filing Assessment
- Code Review / Inspection

Other (explain):

Daw and illustrate below, as appropriate: