

COVID SPACE MODIFICATION REQUEST

Building Name: _____ **Date:** _____

Building Manager: _____ **Phone:** _____ **Email:** _____

General Statement: We are requesting assistance to modify our space to accommodate social distancing and safety protocols. We need to ensure that all areas are properly sanitized and that there are no high-touch surfaces. We also need to ensure that there are no shared items and that all items are properly labeled and dated. We need to ensure that there are no shared items and that all items are properly labeled and dated.

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DEPARTMENTS SERVED BY THIS REQUEST:

Department Name: _____

DO YOU REQUIRE:	DESCRIBE:		
Furniture Moving: Assistance needed for furniture to be moved around within a space or relocated to another room in the building. We want to avoid moving out furniture items on a temporary basis.	Yes	No	
Are there spaces in the building where you cannot adhere to social distancing measures, and need partitions installed, or another physical solution?	Yes	No	
Are there transactional counters in the building where plexiglass is needed?	Yes	No	
Phone/Computer Relocation	Yes	No	
Equipment Relocation (AV, etc.)	Yes	No	
Are there classes planned in the building that will have more than 50 people?	Yes	No	
Other Needs	Yes	No	

DETAILED DESCRIPTION:

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SCHEDULE INFORMATION:

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SUBMIT: Save the file with the Building Name first and email to Facilities Capital Projects, FAC.CapitalProjects@du.edu

Facilities Capital Projects, 1000 University Blvd., Denver, CO 80202 | Phone: 303.556.3100 | Email: FAC.CapitalProjects@du.edu