



BOWLING GREEN STATE UNIVERSITY

Office of Residence Life/Greek Affairs
Division of Student Affairs

GREEK HOUSE COMMON AREA RENOVATION AND REDECORATION WORK

Do NOT begin any renovations or painting until this form is returned to you with all approval signatures.

Chapter Name: _____

Chapter President : _____ Date: _____

RENOVATION or REDECORATION (circle one) work described as follows:

Estimated Cost:

Work will be performed by (name of contractor): _____

Contractor's Phone Number: _____

Work will be scheduled to start on: _____ Work is expected to be completed on: _____

The person who will be responsible for this project for the chapter/house is:

Name: _____ Phone: _____

Greek Housing Board: Recommend ____ Approval as noted ____ Not Recommend ____

Signature: _____ Date: _____

Greek Affairs: Recommend ____ Approval as noted ____ Not Recommend ____

Signature: _____ Date: _____

Residence Life: Recommend ____ Approval as noted ____ Not Recommend ____

Signature: _____ Date: _____

University Facilities Department

_____ Project is approved

_____ Project is approved, with the following exceptions:

_____ Project is not approved

Signature: _____ Date: _____

CONDITIONS AND REQUIREMENTS

1. The contractor may be required to post a Performance bond depending on the scope of the work. If a Performance Bond is required, it must be submitted to the University prior to the beginning of any work. All University purchasing policies should be followed.
2. All work requested must be clearly defined in writing and/or shown on detailed drawings (accompanying this Request Form) complete with materials specifications, before approval will be granted by the University Facilities Department.
3. Construction drawings/specifications will require a stamp of approval by the University Facilities Department, which subsequently will become the official construction document from which the work will be implemented. A copy of this approved document will be kept on file in Greek Affairs for future reference and final inspection purposes.
4. All materials used in this project must meet University minimum standards, State Building Code requirements, and meet all life-safety standards for fire-retardancy and protection. Any work requiring a permit must receive a stamp from the State Architect office.
5. All materials used in this project must be approved by the University Facilities Department prior to their installation or application. Samples of materials must be furnished with manufacturer specification sheets for approval. Once materials are approved, no substitutions will be permitted without the express written consent of the University Facilities Department.
6. Upon completion of the work, the person responsible for the project shall notify the University Facilities Department, who will inspect the work for completeness, workmanship, and adherence to approved plans and all requirements herein. Unsatisfactory work will be recorded and submitted in writing to the person responsible for the project.
7. All work found unsatisfactory must be replaced, at no expense to the University, by the contractor performing the work within 30 days before final acceptance will be given. If the contractor fails to complete the work to the University's satisfaction within 30 days, the University reserves the right to complete the work at the chapter's expense. Upon completion and acceptance of the work by the University Facilities Department, the following will be completed and returned to the requesting organization:

Project inspected and approved by:

University Facilities Department: _____ Date: _____

No work should take placed during the following times:

- The week preceding the opening of the University in August
- For Panhellenic Sororities, during Formal Recruitment in September
- Finals week in December
- Finals week in May
- Any other times when work may interfere with the academic mission of the University

I have read the information on this form and agree to the terms on behalf of my organization.

Chapter President: (signature) _____ Date: _____

House Corp Member/Alumni Advisor: (signature) _____ Date: _____

Contractor: (signature) _____ Date: _____