

PLAN REQUEST FORM

(incomplete forms can not be processed)

1. A drawing is needed of which school? _____
 for the purpose of:

<input type="checkbox"/> general planning - location of walls, doors, windows, etc. <input type="checkbox"/> creating construction documents for an addition or renovation <input type="checkbox"/> performing repairs	<input type="checkbox"/> general site planning <input type="checkbox"/> finding utility line <input type="checkbox"/> checking sq. footage <input type="checkbox"/> government approval <input type="checkbox"/> other _____
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2. What is your project? _____

3. Which building do you need? _____

4. Specific names of rooms needed _____

5. Point of interest's location: _____
 (use back of sheet for location sketch, or additional directions)

6. What type & degree of detail do you need?

<input type="checkbox"/> <u>Structural</u> (foundation, framing, wall sections, details, or schedules?) <input type="checkbox"/> <u>Architectural</u> (plans, elevations, building sections, wall sections, details, or schedules?) other: _____	<input type="checkbox"/> Facilities CAD Plan (sq.ft. listing ea. room. All bldg.'s on site, but no close up detail. Shows underground utilities.) <input type="checkbox"/> survey, civil engineering, landscaping <input type="checkbox"/> plumbing <input type="checkbox"/> mechanical (heating & air cond.) <input type="checkbox"/> electrical
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7. How much History do you need?

<input type="checkbox"/> the latest job(could be any odd little thing, or big) <input type="checkbox"/> bond program(major renovation jobs in the 1990's) <input type="checkbox"/> additions(specify approx. decade) _____ <input type="checkbox"/> original school plans <input type="checkbox"/> specify any other job including: new systems, replacements, relocations, demolitions, options, alternates, alterations, remodeling, modifications, installations, reinforcements, construction phases, upgrades, improvements, & misc. projects.	8. scale needed: <input type="checkbox"/> whatever's usual for my stated use <input type="checkbox"/> 1"=100' <input type="checkbox"/> 1"=40' <input type="checkbox"/> 1" = 20' <input type="checkbox"/> 1/8" = 1'-0"
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9. Size needed <input type="checkbox"/> 11" x17" <input type="checkbox"/> any size O.K. <input type="checkbox"/> 18" x 24" <input type="checkbox"/> AutoCAD file <input type="checkbox"/> 24" x 36" <input type="checkbox"/> 8.5" x 11" <input type="checkbox"/> 30" x 42"	10. Approx. no. of pages expected _____ 11. date needed: _____
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Original requester _____	phone: _____	date: _____
Liaison requester _____	phone: _____	date: _____