



Equipment & Alterations to Building/Grounds Checklist

Instructions/Purpose: Department should complete and forward this form to Physical Plant Director when:

- The equipment to be purchased requires utilities or space modifications
- If any structure or supplies purchased will be used to alter or construct a building (including sheds)
- A hole will be dug or a material change to the landscape.

Additional information on the use of this form is available online.

Complete and forward to: *Physical Plant Director, 501 S. Pruett St., Baytown, Fax: 281.425.6833*

Upon review, the Physical Plant will either return the “approved” checklist to the requesting department or contact the department to schedule a meeting. The requesting department forwards the approved checklist with the requisition to the Purchasing department servicing their campus.

Insert Requisition Number:

Contact Name/Department/Telephone Number	
Campus: LEE <input type="checkbox"/> SJ MALL <input type="checkbox"/> HUNTSVILLE <input type="checkbox"/> CAREER CTR <input type="checkbox"/> SBDC <input type="checkbox"/>	
Building Name and Room Number:	Type of Equipment:
Equipment Manufacturer (Please Include Manufacturer’s Specifications Or Product Literature)	Model Number

Please complete the Section Applicable to your Purchase (Answer All Questions)

SECTION I – EQUIPMENT CHECKLIST	YES	NO
WILL THIS EQUIPMENT REQUIRE:		
1. Special utility hook-up (electric, gas, sewage, water.)		
2. Conditioned air (controlled humidity, ventilation, dry filtered air, compressed air etc.)		
3. Special foundation, lighting, ventilation, vacuum or steam connection etc.		
4. Disassembling and reassembling by Physical Plant.		
5. Will toxic, flammable, or radioactive materials be used?		
6. Will this equipment weigh more than 80 pounds per square foot? Note: Total weight divided by length times width in feet. (Foot Print of Equipment)		
7. Will existing room alterations be needed to adapt and/or admit the equipment?		
Additional relevant information:		

SECTION II – ALTERATIONS TO BUILDING/GROUNDS CHECKLIST	YES	NO
WILL THIS REQUEST:		
1. Causes alterations to an existing building or structure?		
2. Change the College’s landscape? Note: This includes landscaping services, installing or making repairs to sidewalks, constructing a playground, installing playground equipment, installing a fence, constructing a gazebo and shed or just digging a hole etc.		
Additional relevant information:		

Physical Plant Approval: Name _____

Signature: _____
YES NO