

### REQUEST FORM FOR RENOVATION WORK

Date:	
<b>Name of Indentor-</b>	<b>Designation- Department-</b>
<b>Mobile no.-</b>	<b>E-mail :-</b>
Location /Room No. to be renovated	
Type of space to be renovated-	Lab/Faculty room/committee room/student sitting area/Other
If Lab space	Computer Lab/Bio Lab/Chemistry Lab/Specialised lab
Specialised Lab	Give details -
<b>Total area to be renovated-</b>	
<b>Nature of work-</b>	<b>Old lab renovation/ New Lab Construction*</b>
<b>Justification for renovation work</b>	
<b>Please attach detail drawing of space (existing and required) :-</b>	
<b>A. Civil Work</b>	Please provide details with Justification
1. Flooring	Regular, Chemical resistant, Vibration proof, any other
2. Cupboards and storage	Attach diagram with dimensions and location
3. False ceiling	Yes / No (Only admissible for top floor rooms/ special purpose labs).
5. Window	
6. Aluminum Partition with glass	Give details -
7. Partition wall removal/ Reorientation	
8. Counter slab with granite stone	
9. Laboratory sink with fitting	Nos- Location on the plan
10. Drainage / water supply	Give complete plan
11. Additional water tank	Capacity/location
12. Door	
14. Structural repair required if any	
15. Wall painting	
<b>B. Electrical work</b>	
1. 15 amp switch and socket	Nos.- Give location on drawing
2. 5 amp switch and socket	Nos.- Give location on drawing
3. Light fixtures	
4. Ceiling fan	
5. Conjugating and wiring	
<b>C. AC</b>	
<b>D. LAN Wiring</b>	
Note: *If new space please attach allotment letter of Space Committee In order to reduce noise and dust pollution as well as to expedite the renovation work- workstations, loose furniture and wall to wall cupboards will not be made on site.	
<b>Name and signature of Indentor</b>	<b>Mobile No. - E mail-</b>
<b>Recommendation by HOD</b>	
<b>Siganture, HOD</b>	
<b>To,</b>	
<b>Associate Dean (Infra-II)</b>	
<b>IIT, Delhi</b>	