

Subject:	Digital Display Approval and Installation	Effective Date:	February 2020

Notification:

The Office of Space Planning will notify involved parties after the request receives final approval. The parties to be notified will include:

- x Requestor
- x Director/department chair and VP/dean who authorized the request
- x Information Technology (for data and telecommunications)
- x Facilities and Construction (for maintenance and installation)

If the request is not approved, at any step in the process, the Office of Space Planning will notify the requester of this action, with a brief description of why the request was not approved.

As any installation will require physical alteration, the requester will be required to initiate a Capital Project Request form (found on the Facilities and Construction website) after the request is approved. The Capital Project Request must be approved in its entirety before work begins.