

PROJECT AUTHORIZATION REQUEST

DAS NUMBER: _____

To: FACILITIES DIVISION
DEPT. OF ADMINISTRATIVE SERVICES
1225 Ferry St. SE U100
Salem, OR 97301-4281
Phone: 503-378-2865/Fax: 503-373-7210

Re: _____
Building/Room _____
Department _____

- State-owned facility
- State-leased facility
- Estimated Project Cost \$ _____
- Plan or Sketch Attached
- Space Planning Needed
- Space Planning Request Attached
- Approved Space Request Form Attached

Requesting Agency
Project Coordinator _____ Phone: _____

Mailing Address _____

Title of Project _____
(short descriptive title of proposed project)

Description of Project (Please attach more detailed description if more space is needed.):

Est. Start Date: _____ Est. Completion Date: _____

- Requesting Agency will manage project
- Request DAS Facilities to manage
- Funding Source: Requesting Agency
- DAS Facilities to fund: PCA _____
- Other (specify) _____
- Project/Phase _____

Requesting Agency _____ Date _____

By _____
(Please Print Name)

By _____ Title _____ Phone _____
(Signature)

The Requesting Agency shall comply with all conditions established by Administrative Services as part of its approval of this request.

- Approved: Authorization IS GIVEN to the Requesting Agency to proceed with the project as described above, subject to compliance with all conditions on the reverse of this form, and the following:
- Denied: Authorization is NOT GIVEN to the Requesting Agency for the following reasons:

DEPARTMENT OF ADMINISTRATIVE SERVICES

By _____ Date _____
Facilities Division DAS Facilities Contact Person Phone

INFORMATION FOR REQUESTING AGENCY - OWNED OR MANAGED

1. Pursuant to Department Policy Manual 125-6-210, work in or on a Department-owned or managed building or site which involves any of the following listed below shall require an approved Project Authorization Request Form (form #125602) from the Department's (DAS) Facilities Division. Other applicable policies include: Sustainability (125-6-010), Space Standards (125-6-100) and Space Assignment (125-6-110):
 - Addition or deletion of electrical outlets or circuits.
 - Installation or removal of major electrical energy consuming or heat generating equipment in a building served by an HVAC system.
 - Construction or demolition of any enclosed space, including private offices, conference rooms, etc.
 - Change of use of any space.
 - Change of finish materials used on interior walls, ceilings, or floors.
 - Change in or addition to wiring in space below floor or above ceilings when either space is used in a return air plenum.
 - Addition or removal of doors or door hardware, including closers, electronic access and security.
 - Alteration of building shell, and/or sitework.
 - Modification of common space, including restrooms, hallways, cafeterias, stairs and corridors, or elevators.
 - Modification to or addition of air handling equipment.
 - Any work impacting hazardous materials.
 - Projects involving rewiring data or communications requiring (5) or more workstations.
2. The Requesting Agency shall provide the Division with sufficient information to enable the Division to conduct its review. A sketch or plan detailing the project (including its relationship to surrounding spaces) is required. Often the DAS Facilities Division has data on file which will be helpful to the Requesting Agency in preparing sketches or plans. Telephone inquiry by the Requesting Agency before submittal of a Project Authorization Request is therefore encouraged (Phone: 503-378-2865). All equipment to be installed is to be described by brand name, type or model number, energy requirements, etc.

CONDITIONS

The following conditions, if applicable, are the responsibility of the Requesting Agency and/or the assigned project manager:

1. Approval is limited to the Project as described, and as shown on the submitted plan or sketch. Prior written authorization from DAS Facilities Division is required before any change or deviation is made. If work is not commenced within 90 days after approval, an update to the original request must be submitted.
2. Compliance with all applicable building codes and fire and life safety codes relating to the work project, including procurement of all appropriate permits and compliance with Americans with Disabilities Act conditions, rules and regulations.
3. Materials installed become part of the building and are to remain in place, even if Requesting Agency vacates, unless otherwise directed in writing by DAS Facilities Division.
4. It is the Requesting Agency's responsibility to keep the premises clean. If the contractor fails to properly clean up the work area, DAS Facilities will perform the necessary clean-up and bill the Requesting Agency for direct cost.
5. If any damage is done by the Requesting Agency's contractor to building system(s), surrounding area or grounds, the Requesting Agency and/or the contractor are responsible to have the damage repaired, and to restore the system(s), area or grounds to their prior condition.
6. For building security purposes, the Requesting Agency will provide adequate supervision for the contractor when work is performed on site. Special consideration and contacts will be required for work performed outside of normal business hours.
7. Notification of the Administrative Services contact person listed on the reverse side of this form is required at least two days before beginning the project, in order that appropriate maintenance, security, and/or custodial staff may be alerted.
8. Use of building and finish materials which match existing materials and are of comparable quality is required. Use of the same brand, quality and type door hardware currently used in the building is required.
9. Installation of all electrical wiring by licensed electricians is in accordance with the National Electrical Code and Oregon Electrical Safety Laws. All work shall conform to the DAS Electrical Standards and Low Voltage Cabling Standards. Voice and data cabling shall be removed and not abandoned in place.
10. If, as a result of wall relocation or other changes, air circulation to other areas is affected, it is the responsibility of the Requesting Agency to pay the cost of any necessary modifications and rebalancing of the HVAC system.
11. If hazardous materials are suspected or encountered, stop work immediately and contact the person listed on the front of the form.