PROJECT PROPOSAL FORM
GREEK HOUSING
Oglethorpe University
Physical Plant

Chapters leasing University-owned houses are not permitted to make any renovation or modification, including decorative improvements such as painting and paneling in or around the premises without first submitting a Project Proposal Form and obtaining consent in writing from the University. Specifically, the following offices will need to review the proposal:

- Assistant Dean of Students & Director of Residence Life
- Director of Facilities
- Director of Campus Safety
- Vice President for Campus Life & Dean of Students
- Vice President for Business and Finance

If a chapter would like to propose a change or improvement to their University-owned house, they may do so by completing the attached form and turning it in to the Coordinator of Greek Affairs. The following guidelines may help when filling out the Project Proposal Form:
.

- Project proposals must be submitted at least two weeks in advance of when you would like to begin work on the proposed project.
- Be as detailed as possible and include all information requested on the form (drawings, plans, samples, colors, time lines, etc.)
- Both the chapter president and house corporation president must sign the form.
- Work may not proceed until permission has been given by the University.

All items on this form MUST be completed prior to submission. Failure to gain official approval may result in removal, demolition, repainting, etc. at the chapter's expense and/or significant fines.

If you have any questions about this process, please feel free to contact Alexandra Yancey, Coordinator of Greek Affairs, by calling 404-364-8892 or emailing ayancey@oglethorpe.edu. If you have further questions and would like to meet, please visit the Greek Affairs Office in the Student Commons of the TLCC.

Chapter:_____ Request Date: _____

Contact person for project: _____

Address: _____

Phone/E-mail: _____

Title of Project: _____

Location of Project: _____

Proposed Starting Date: _____ Anticipated Completion Date: _____

Contractor and Description of Scope Of Work: **Please attached to this form, a proposal letter from the contractor performing the work (on company letterhead) including qualifications and experience, copy of certificate of insurance, drawings and plans related to project, cut sheets and associated shop drawings, scope of work, projected timeline, methods for protecting existing finishes, cleaning responsibility and lists of materials including color selections. If work is to be done by a Campus Department, please indicate here as well.**

List all warranties and responsibilities **associated with the warranties (attach supporting documentation):**

Estimate of Cost: (Broken down)

Source of Estimate:

Project Proposal Submitted by:

Chapter President	Date	House Corporation President	Date

Project Approved by:

Signature	Date	Name and title