

PATTERSON COURT BUILDING IMPROVEMENT REQUEST FORM

In an effort to monitor building improvements and long-term facilities planning for Patterson Court, it is required that **any** organization considering improvements or changes to their building submit this PATTERSON COURT BUILDING IMPROVEMENT REQUEST FORM to the Patterson Court Office.

If any change has been made that was not approved in advance, Davidson College has the right to ask the User to remove the improvement(s) and/or changes to the building or do the work itself and pass the cost(s) back to the User.

DO NOT start your work prior to receiving full approval in writing for all submitted improvements.

Please fill out this form in COMPLETE detail. All information request is absolutely necessary.

Proposed House Improvement: _____

BriefDescription: _____

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Who will conduct work on this improvement?: _____

Location of Improvement/Change: _____

If painting, state colors and type of paint to be used: _____

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What is the impact if this project/improvement is deferred or not approved?: _____

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Estimated Cost of Project: _____

Date: _____

Individual submitting request: _____

Title: _____

Organization: _____

Improvement Approved: _____

Improvement Denied: _____

Comments:

Patterson Court Office: _____

K. Joy Hamm, Patterson Court Advisor

_____ Date

Physical Plant:

Irvin Brawley, Assoc. Dir. Business & Property Management

Date