



Please answer all questions on this form, and send **electronically** to the Department of Facilities Planning (umfp@olemiss.edu) by November 1. Decisions will be made in December after review of all nominations. Facilities Planning will coordinate the approved projects.

Description of Classroom

Building Name and Room Number	Building Mayor	Phone Number
Contact Name/Form Submitted By	Department	Email
Description of Need: Please rate the following aspects of the classroom mentioned above with 1 being "very poor" condition and 5 being "excellent" condition.		
Aspects	Rating	Comments
Flooring		
Walls		
Windows		
Window Coverings		
Lighting		
Furniture/Seating		
Chalk Boards		
White Boards		
Heating/Air Conditioning		
Classroom Technology		

(Note: Classroom Technology additions and enhancements will be handled through a separate process.)

Classroom Capacity

	Current number of seats
	Number of seats anticipated after proposed repair, renovation, or modification. (Final number dictated by Fire Code)
Capacity Comments:	

General Comments

In addition to general comments about the space, please describe the main reasons why you are nominating this room for renovation, repair, or modification.

Provost's Office Use Only

Assessment of space relative to building:

Assessment of space relative to campus:

Provost's assessment of urgency: