

Date of Request: _____

TENANT IMPROVEMENT REQUEST FORM

Tenant Name:		
Project Location:	<input type="checkbox"/> Terminal (Pre-Security)	<input type="checkbox"/> Concourse (Post-Security) <input type="checkbox"/> Other: _____
Construction Bond:	Tenant Insurance Before Approval or NTP is sent:	
POC Name (First & Last):	Email:	
Phone #:	Alt #:	
Proposed Start Date:	Expected Completion Date:	

IMPROVEMENT DETAILS

Provide a detailed explanation of the work to be performed:

Attach a sketch of the current area and the purposed work to be completed (If applicable)

Attach any photographs of signage and/or products to be installed

WORK ELEMENTS OR IMPACT

Will this project impact any mechanical, water, plumbing, electrical elements?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will this project impact any fire systems ?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will this project impact any structural, architectural elements?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will this project impact any telecom, network or security systems ?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will this project have a "high" noise potential?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will this project impact traffic or other tenants ?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

FOR AIRPORT USE ONLY

Department	Status	Notes <small>(If applicable, explain rejection or conditions)</small>	Print Name & Sign	Date
Facility Maintenance	<input type="checkbox"/> Accept <input type="checkbox"/> Reject <input type="checkbox"/> N/A <input type="checkbox"/> Accept with conditions			
Information Technology (IT)	<input type="checkbox"/> Accept <input type="checkbox"/> Reject <input type="checkbox"/> N/A <input type="checkbox"/> Accept with conditions			
Operations	<input type="checkbox"/> Accept <input type="checkbox"/> Reject <input type="checkbox"/> N/A <input type="checkbox"/> Accept with conditions			
Construction	<input type="checkbox"/> Accept <input type="checkbox"/> Reject <input type="checkbox"/> N/A <input type="checkbox"/> Accept with conditions			

Properties Department **Approved** **Rejected** **Approved with conditions**

If Rejected: Explanation on why the project was rejected/ or conditions if they apply

PLEASE EMAIL COMPLETED FORM TO: COSSProperties@coloradosprings.gov