

EMILY GRIFFITH CAMPUS REQUEST FOR NON-STANDARD CHANGES

In an effort to provide a more consistent and equitable work environment, all work stations, furnishing, and chair selections for Emily Griffith Campus have been made in accordance with the DPS Space Planning and Design Standards approved by the DPS Executive Steering Team. Requests for deviations from those selections will be accommodated on a case-by-case basis. Additional information or documentation may be required to evaluate your request.

INSTRUCTIONS

- Use this form to request changes or non-standard accessories for workstations or enclosed offices.
- Approved changes will be charged to your department cost code.
 Changes requested to accommodate approved ADA needs will not be charged to your department.
- Standard accessories can be ordered via the OfficeScapes website set up for DPS at http://os.yourensync.com/dps.
- Note that free-standing lateral files and bookcases do require additional approval using this form before they can be purchased by individual departments.
- Standard accessories are also listed on the Emily Griffith Campus Accessories Worksheet, and do not require additional approval unless otherwise noted.
- Obtain supervisor's approval and Purchase Order prior to placing your order via the website.
- Please do not contact vendor directly for sourcing of other nonstandard requests.
- Submit this completed and signed form to
 <u>Lea_Porter@dpsk12.org</u> for further processing of requests that require additional approval or sourcing.

Name:				Work Station Location/#:			
Dept.:			Cost Account Code:				
ALL NON-ADA REQUESTS ARE CHARGED TO DEPART				ADA REQUESTS DO NOT REQUIRI MENTS. SUPERVISOR MUST PROVIDE APPROVAL OF ALL REQUEST			
Supervisor:							
	Printed Name			Signature			Date
Do you have a special need that requires accommodations? (1) YES NO							
l	Description	Qty	Add (A) Remove (R) Change (C)	Descriptio	n	Qty	Add (A) Remove (R) Change (C)
☐ Chair	(2)			☐ Table			
☐ Free-standing Bookcase ⁽²⁾			☐ Attach/hang item on v	☐ Attach/hang item on wall ☐ Other – describe: (2)			
☐ Free-standing File Cabinet ⁽²⁾ ☐ Other – describe: ⁽²⁾ ☐ Insert "Other" Description below:							
(1) Subject to additional requests and approval by Human Resources/Risk Management (2) Subject to Building Code review and space planning approval							
☐ Change in height of work station or desk top — describe:							
☐ Relocation into a new or adjacent space – describe:							
☐ New employee work space – describe:							
 Modification to branding or item installation on exterior of office or workstation walls – describe: 							
☐ Other – describe:							
Justification for Request/Why is this Change Necessary? (Attach additional page if necessary, and do not include personal medical information.)							