

Project: \_\_\_\_\_ Project No. \_\_\_\_\_

School/Location \_\_\_\_\_ Room Number \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE OF CAREER EDUCATION**  
**Specifications for New Projects, Site Alterations and/or Equipment**

Instructor #1 \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)

Instructor #2 \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)

Instructor #3 \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)

Principal \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)

Adv. Committee Member \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)

Adv. Committee Member \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)

CE Director \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)

Coordinator \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)

**1. Briefly describe the project:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. This project is in alignment with Strategic Plan No. \_\_\_\_\_ Explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. This project is in alignment with program graded course of study. Explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Advisory Committee Support: Does this project meet industry standards (NATEF, ASE, NCCER, AWS, etc.)?**  
 Yes  No

For Office Use Only:	
Check applicable:	Date of Contact
Does this require <b>PIP</b> approval?.	
Does this require assistance of the Architect?	
Does this require assistance from Business Affairs?	
Does this require subcontractors (specify below):	
<input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Blueprint <input type="checkbox"/> HVAC <input type="checkbox"/> Other Specify:	
Does this require assistance of APS MOT Department? <input type="radio"/> Yes <input type="radio"/> No If <b>YES</b> complete Page 2.	

**\*\*Please attach a copy of your Business Advisory Committee minutes when submitting this form! Failure to do so may result in the equipment NOT being purchased.\*\***

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APS Dept/Div.	APS Dept/Div.
<b>MOT</b>	<b>FURNITURE</b>
<b>PLUMBING</b> (check applicable)	<input type="checkbox"/> Storage Cabinets
<input type="checkbox"/> Sinks	<input type="checkbox"/> File Cabinets
<input type="checkbox"/> Water Supply	<input type="checkbox"/> Teacher Desk
<input type="checkbox"/> Natural gas (other than heat)	<input type="checkbox"/> Teacher Chair
<input type="checkbox"/> Steam	<input type="checkbox"/> Student Desk
<input type="checkbox"/> Other	<input type="checkbox"/> Student Tables
	<input type="checkbox"/> Lockers
<b>ELECTRICAL</b> (check applicable)	<input type="checkbox"/> Coat Rack
<input type="checkbox"/> Special Lighting	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Compressed Air	
ElAudio/visual communication w/other spaces	<b>PAINT</b>
<input type="checkbox"/> TV broadcasting/receiving	<input type="checkbox"/> Specify
<input type="checkbox"/> Special Electrical Outlets	
<input type="checkbox"/> Main On/Off Switch	
<input type="checkbox"/> Emergency Lights	
<input type="checkbox"/> AudioNisual Equipment	
CPA Systems	
• Back-up Generator	
<input type="checkbox"/> Other (specify)	
<b>CARPENTRY</b>	
<input type="checkbox"/> Soundproofing	
<input type="checkbox"/> Special acoustic treatment	
<input type="checkbox"/> Large or Special Doors	
<input type="checkbox"/> Special Flooring	
<input type="checkbox"/> Movable Walls	
<input type="checkbox"/> Windows	
<input type="checkbox"/> Window Shades or Covering	
<input type="checkbox"/> Special Ceiling Height	
• Recognized area (sq. ft.) requirements	
<input type="checkbox"/> Storage Cabinets	
<input type="checkbox"/> Shelving	
<input type="checkbox"/> Countertops	
<input type="checkbox"/> Closets	
<input type="checkbox"/> Chalk Boards	
Tack Boards	
<input type="checkbox"/> Movie Screens	
<input type="checkbox"/> Display Cases	
<input type="checkbox"/> Exhibit Racks	
<input type="checkbox"/> Map Racks	
<input type="checkbox"/> Other (specify)	

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**Enrollment (past three years)**

2005/2006		2006/2007		2007/2008	
Juniors	Seniors	Juniors	Seniors	Juniors	Seniors

**Employment or Post-Secondary Education/Training:**

2005-06		2006-07		2007-08	
# Employed	Post-Secondary	# Employed	# Post-Secondary	# Employed	Post-Secondary