

## Campus Operations Proposal Assessment Questions for COVID-19 Recovery Task Force Teams

Current State w/Operational Questions	Need Being Requested
<p><b>Location</b> – Please provide building and floor, PI name if applicable (address).</p>	
<p><b>Hours and days of operations</b> requested; please be detailed, including needs for weekend support.</p>	
<p><b>Purpose</b> – What will you be doing in the space requested (laboratory research, experiential teaching/learning, etc.).</p>	
<p><b>Parking/Transportation</b> needs? (24-hour access available in Pratt, Grand, Plaza, and Lexington garages). Consider who may need access to garages and which garages you would like to access (e.g., re-assignment may be required). Consider whether existing parking access to requested garages is already in place.</p>	
<p><b>Utility Needs</b> – Detailed list of HVAC, water, electricity needs by location (floor, room, etc.). Please consider laboratory equipment, lunch room use, etc. Goes toward energy reduction plans currently in place and which may need to be altered.</p>	
<p><b>Custodial Services</b> – What custodial needs are you requesting – e.g., trash bag disposal, cleaning common rooms (bathroom, lunch rooms). Current hours of operation are Monday-Friday, 7 a.m.-3:30 p.m. (EVS cleans requests by Work Order, only after EHS decontaminates lab and clears it for EVS cleaning.) Please identify if the needs apply to laboratory, office, or common spaces. Two-week lead time for deep cleaning of space is required.</p>	
<p><b>Public Safety</b> – Security Officers need to be present for building during open hours; current operations support 8 a.m.-4:30 p.m. Please outline additional weekly and/or weekend needs.</p>	

**Other Comments:**