



VITERBI BUSINESS AFFAIRS, FACILITIES OFFICE, OHE 500 Priority: ☐

Facilities Request Form

Please submit this form with the requested information below for all new Facilities Requests to Jeffrey Wigintton (jwigintt@vsoe.usc.edu). Call (213) 740-0486 with any questions.

Submitted by: (Name & Department):

Eva Kanso, Aerospace and Mechanical Engineering

Project Description: (Include building and room number, scope of work and if a temporary work space is required during renovation. If applicable, please fill-in the Space and Utilities Requirements section below so that we understand your specific requirements.)

Biegler Hall BHE110A

Electric outlets: Two of the current desks have no easily accessible power and Ethernet outlets. We would like a set of outlets to be added to the wall near these desks.

New desk: I would like to add one permanent desk. Note that I currently have 1 post-doc and 7 PhD students fully supported on research grants. I expect to have 4 additional students in fall 2016.

Paint: The walls are becoming increasingly dirty. I bought paint but I need someone to apply it.

The space in BHE 110A was remodeled in 2011. It had 5 permanent desks. A year ago, we added 2 desks. The wall to which these desks were added has no power and ethernet outlets. It's been very difficult for the students occupying these desks to connect and power their computers.

I need one additional permanent desk in the lab. As mentioned above, my group consists of 7 graduate students and 1 post-doc, all supported on research grants. In addition, I have 3 masters students and 3 undergraduate students. The masters and undergraduate students can manage without permanent desks but the post-doc and graduate students need permanent desks. I'm currently 1 desk short. I expect the situation to get worse in Fall 2016, with 4 incoming students.

All desks have no back panels. The walls behind these desks (once white) are becoming increasingly dirty. I bought paint myself. I would like to have somebody to paint the walls. It should be a one-day job.

Communication

Type/Material/Quantity/Description

↑ Data ports (#)	
↑ Phone/Fax	
↑ Other	

Safety

Type/Material/Quantity/Description

↑ Chemical storage	
↑ Eye wash/shower	
↑ Fume hood	
↑ Other	

Water

Type/Material/Quantity/Description


↑ Deionized	
↑ Industrial	
↑ Potable	
↑ Drains (floor, etc.)	
↑ Sink	
↑ Other	

Gases

Type/Material/Quantity/Description

↑ Compressed air (specify min. psi)	
↑ Gas supply	
↑ Vacuum supply	
↑ Cylinder storage	
↑ Other	

Date and Signature:

 <hr style="width: 80%; margin: 0 auto;"/> <p>Signature</p>	<p>March 6, 2016</p> <hr style="width: 80%; margin: 0 auto;"/> <p>Date</p>
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