



Date of Request:

TENANT IMPROVEMENT REQUEST FORM

Tenant Name:
Project Location: [ ] Terminal (Pre-Security) [ ] Concourse (Post-Security) [ ] 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

Table with 3 columns: Question, Yes, No. Rows include: Will this project impact any mechanical, water, plumbing, electrical elements? Will this project impact any fire systems? Will this project impact any structural, architectural elements? Will this project impact any telecom, network or security systems? Will this project have a "high" noise potential? Will this project impact traffic or other tenants?

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Table with 5 columns: Department, Status, Notes, Print Name & Sign, Date. Rows include: Facility Maintenance, Information Technology (IT), Operations.

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: COSPROPERTIES@SPRINGSGOV.COM