

## Appendix E Department (or College) Consolidated Requests

### Stage 2 Consolidated Requests

In order to review for potential building-level issues, we are asking for a consolidated department or college plan. At this time we are focusing on Stage 2 planning for June 1, 2020. Department chairs (where appropriate) should work with their associate deans for research to consolidate information collected from individual faculty. One form should be completed for each building and these will be reviewed by the associate deans or other designated college leadership and the VPRI as well as FPM.

Department or college:

Building:

List of rooms that researchers have requested access to:

What common areas are expected to be used? (restrooms, conference or break rooms, etc.)

Traffic patterns (which building entrances, stairways, elevators will be used?):

Describe how the department/college has verified that maximum occupancy in any area will meet the Stage 2 limits.

Are there any changes in receiving for orders that need to be addressed?

Are there other issues with the individual requests or the collective impact that we need to address prior to approval?