

Division of Information Technology

Computer Lab/Classroom Request Form

Complete 	Task/Action item	Response	Quantity of eqmt needed	Specifications (i.e. length, etc)	Cost
	Existing IT Equipment in Room?				
	If yes, when should the equipment be removed?				
	Lab or Classroom?				
	Lab/Classroom Preparation:				
	Room Layout/Design Approved				
	Furniture Design and placement				
	Power infrastructure				
	Communication Infrastructure (Telephony)				
	Network Infrastructure:				
	* Need for additional Network Switch				
	* Cables for Patch Panel				
	* Cables for desktop to wall jack				
	* Additional Network Equipment needed				
	Surge Protection				
	Equipment Lockdown				
	# of Desktops requested				
	DIT Standard Desktop Computer				
	Monitor Specifications				
	Keyboard specifications (wired, wireless)				
	Mouse specifications (wired, wireless)				
	Built in speakers required?				
	Headphones required?				
	Printer required?				
	* Monochrome or Color				
	* LaserJet or Inkjet				
	* Wired or Wireless				
	* Duplex or single-side				
	* Multi-function				
	Desktop Configuration:				
	* Standard DIT Image				
	* Additional Software Required (license proof)				
	Miscellaneous:				
	* Smartboard				
	* Ceiling Mounted Projector				
	* Conference Call Speaker Phone				
	DIT Assessment Performed by:			Date:	
	Initial from Requestor:			Date:	