



**Requirements and Policies:**

1. Lease agreements between the Tenant and Cal Poly San Luis Obispo must be current.
2. The Tenant is required to provide a current copy of their Certificate of Insurance to Cal Poly San Luis Obispo that meets the requirements for General Liability, Auto Liability and Worker's Compensation as outlined in the lease agreement at the time of form submission.
3. The Tenant and/or the Tenant's consulting company must receive approval from Facilities Planning prior to beginning any work on campus.
4. Attach any existing analysis, structural calculations, aesthetic impact reports, equipment specifications, etc. to this form.

**General Information**

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**Site Name and Number:** (referenced on lease agreement) \_\_\_\_\_

**Tenant Name:** (i.e. Verizon, AT&T, T-Mobile, etc.) \_\_\_\_\_

**Physical location of site:** (i.e. Radio Hill, KVEC Tower, etc.) \_\_\_\_\_

**Consultant Business Name:** \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_

**Primary Contact Phone Number:** \_\_\_\_\_ **Primary Contact Email:** \_\_\_\_\_

**Description of Improvement Project**

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**Estimated Construction Costs:** \_\_\_\_\_

**Proposed Construction Start Date:** \_\_\_\_\_ **Proposed Construction End Date:** \_\_\_\_\_

**Brief overall (non-technical) description of work to be performed:**

**Will Cal Poly assistance be needed?** (ex: open gates, power on/off electricity, etc.)      Yes       No

**Special conditions or needs:**

**Name of Contracting Company and Primary contact who will be on campus to do the work:**