



## Technology Installation Application

Video Monitors, Touch-Screen Monitors, and Video Displays

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Date of Request:

### CONTACT INFORMATION

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Name:

RIT Email:

RIT Phone Number:

### GENERAL INFORMATION FOR PROPOSED TECHNOLOGY

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Location:

Type of Proposed Equipment:

Size/Specifications:

### ADDITIONAL QUESTIONS

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Are power and data available in the vicinity?

Does the request have the support of your capital project coordinator or facilities manager?

Are there any special mounting requirements? If so, please explain.

Please, provide a description of how the monitor will be programmed on an ongoing basis. Describe your process for screening content and keeping content current and visually interesting.

### ATTACHMENTS

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- \* Photograph showing the existing conditions of proposed location.
- \* If there are multiple units or unusual mounting characteristics, please attach an image depicting the configuration.

## SUBMISSION INSTRUCTIONS

Please submit this completed form to Jim Yarrington by emailing [jryfms@rit.edu](mailto:jryfms@rit.edu) or dropping off at Facilities Management Services (Building 99).

## NOTES REGARDING APPROVAL OR DENIAL

Requests will be evaluated according to the following general standards:

- *The proposed monitor(s) will not conflict with the existing prevailing aesthetic of the proposed location.*
- *The monitor(s) are reasonably in scale with the proposed location.*
- *The monitor(s) will be located and programmed such that the installation does not interfere with other established activities in the area, specifically academic-related activities.*
- *Power and data requirements can be accommodated without running surface conduit.*

If, according to the information provided and the standards noted above, your request is approved, you may proceed with an FMS Work Order/Project Request to install the monitor(s).

If, according to the information provided and the standards noted above, your request is denied and you disagree with the denial, you may appeal the denial to Jim Yarrington ([jryfms@rit.edu](mailto:jryfms@rit.edu)) who will initiate review of your proposal with the Campus Aesthetics Committee. The Committee meets quarterly each year to review pending cases.