

# HOW TO

## Planning, Design, and Construction Requests

Space, Furniture, Artwork, Graphics, and Furnishings

### What is a?

**Space Request:** Need for additional space, reduction of space, or renovation of existing space.

**Furniture Request:** Need for replacement of damaged furniture, furniture for a new employee, relocation of existing furniture.

**Artwork Request:** Need for new or replacement of existing wall-hung artwork.

**Graphics Request:** As part of an artwork request, this is used to replace damaged graphics or new graphics to match existing ones. This can also include window film.

**Furnishings Request:** Includes window treatments (shades and/or blinds), along with cubical curtains.

**Signage Request:** All signage requests should be sent via email to [SignShop@bjc.org](mailto:SignShop@bjc.org)

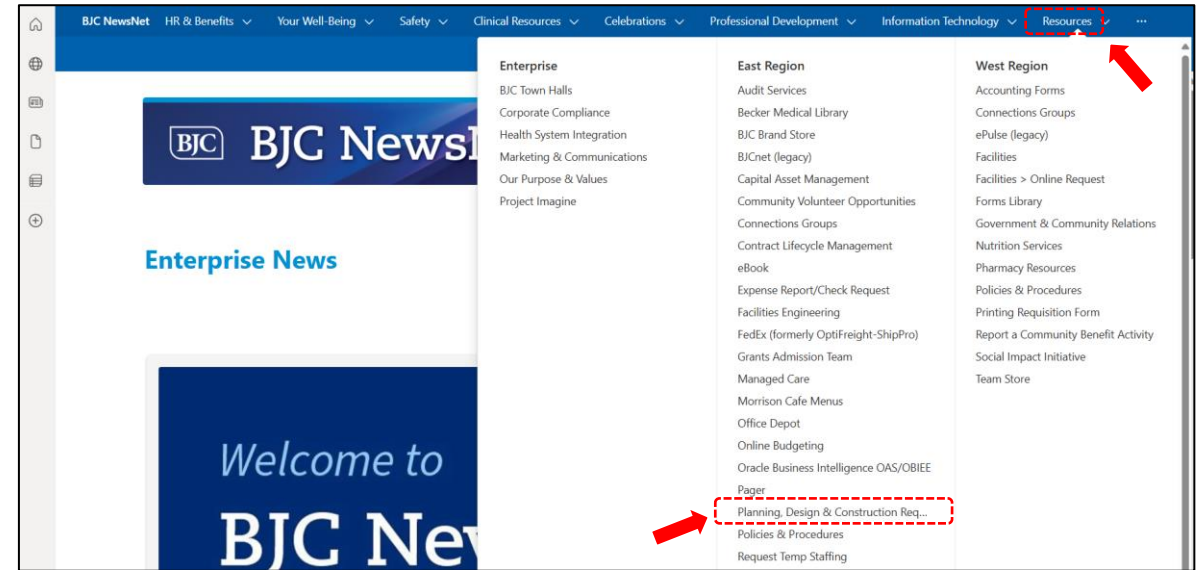
### STEP 1

Use your preferred web browser and navigate to the [BJC NewsNet](http://bjcnewsnet.org) website.

Once there, you'll navigate to "[Resources](#)" at the top right.

Then select "[Planning, Design, & Construction Requests](#)" under "East Region."

*\*You may be prompted to log in with your BJC info.*



### STEP 2

Check the box for either [Space Related](#) or [Furniture, Artwork, Graphics, Furnishings](#) and click the "Next" button.

### STEP 3

Click the dropdown arrow, complete the form(s) in its entirety and submit.