**State Energy Efficient Design (SEED)**

Class 1 Building

Project Notification Form



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| ***Office Use Only*** |
| ODOE Project ID#: |

*Fill out all fields below and send to* *blake.shelide@oregon.gov* *as a Word document (please do not convert to PDF).*

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| **Contact Information** |
| **Agency:** | Text | **Date Submitted:** | Text |
| **Project Name:** | Text |
| **Project Address:** | Text  |
| **City:** | Text | **State:** | Text | **Zip:** | Text |
| **Project Manager:** | Text |
| **Email:** | Text | **Phone:** | Text |

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| **Project Information** |
| **Capital Construction Cost:** | Text |
| **Project Type:** | [ ]  New Construction  | Total Square Footage: Text |
| [ ]  Renovation | Square Footage Affected: Text |
| [ ]  Addition | Square Footage Added: TextTotal Ft2 (existing + addition): Text |
| **Project Description:** | Text |
| **Systems Affected (Envelope, HVAC, Lighting, etc.):** | Text |

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| **Design Occupancy & Schedule** |
| **Area breakdown by building use type (office, shop, warehouse, lab, etc.):**

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| --- | --- | --- | --- | --- | --- |
| **Use Type** | **Square Feet** | **Number of Occupants** | **Occupancy Hours/Day** | **Occupancy Days/Week** | **Occupancy Weeks/Year** |
| Text | Text | Text | Text | Text | Text |
| Text | Text | Text | Text | Text | Text |
| Text | Text | Text | Text | Text | Text |

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| **Estimated Schedule** *(month/day/year)* |
| **RFP for Design Services:** | Text | **Bid Date:** | Text |
| **Schematic Design Begins:** | Text | **Construction Begins:** | Text |
| **Design Development Begins:** | Text | **Construction Complete:** | Text |
| **Design Development Complete:** | Text | **Occupancy Date:** | Text |