**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*](mailto:blake.shelide@oregon.gov) *as a Word document (please do not convert to PDF).*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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: Text  Total 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.):**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **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 | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |