



## Vancouver Alumnae Panhellenic Association

[vanpanhellenic.ca](http://vanpanhellenic.ca) | [fb.com/vapabc](https://fb.com/vapabc) | [info@vanpanhellenic.ca](mailto:info@vanpanhellenic.ca)

2770 Wesbrook Mall, Vancouver, BC V6T 2B7

# PANHELLENIC HOUSE

## CHAPTER ROOM IMPROVEMENT REQUEST FORM

Date of Application:		Contact Name:	
Chapter Name:		Telephone #:	
Chapter Room #:		Email:	

### Nature of Request

*i.e. modifications, redecoration, etc.*

### Proposed Scope/Details

*Please provide a brief description of the work you wish to complete*

### Painting Notes

If painting the Chapter Room, please ensure to use a neutral colour, not an extreme or dark colour (a colour sample will need to be made available to VAPA for review when available). Choose a gloss that provides a more scrubbable surface and select a low-odour latex paint. Ensure that all edges are taped prior to painting and ensure that drop cloths are used to protect the carpet or vinyl flooring.

Each Chapter Room must understand that it will be their responsibility to return the room to its original state should they ever vacate the premises.

*PLEASE NOTE: Final inspection of the finished work must be arranged with the Property Management ASAP after the improvement work has been completed.*

Manager Approval Signature:	
VAPA Approval Signature:	

### **Additional Requirements Conditional Upon Approval**

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Please **SCAN & EMAIL** the completed form to [kimschuss@dorsetrealty.com](mailto:kimschuss@dorsetrealty.com)  
**OR** [general@dorsetrealty.com](mailto:general@dorsetrealty.com) and your request will be forwarded to the  
VAPA Board for their review and response. Thank you.