Lencore Acoustics Corp. Project Request Worksheet

1 Crossways Park Drive West • Woodbury, NY 11797 • Phone: (516) 682-9292 • Fax: (516) 682-4785

Quote To: Date:

Quote Contact:

Address:

City: State: Zip: Country:

Phone: ( ) Fax: ( )

E-mail Address:

Project Name:

Site Address:

Site Contact: Phone: ( )

Please send a Drawing of the Space, Reflected Ceiling Plan (CAD preferable) and Project Request Worksheet to: drawings@lencore.com or Fax to (516) 682-4785.

1. Describe the sound or noise problem:

2. Is paging or background music going to be installed with the sound masking system?
   ☐ YES ☐ NO

3. What type of area will have sound masking? (check all that apply)
   ☐ Open office workstations ☐ Call center
   ☐ Private offices ☐ Other (please specify)

4. What is the approximate square footage of the area to be masked?

5. What is the height of the ceiling?

6. What is the height above the ceiling tiles? (plenum height)

7. What is the type of ceiling tiles? (check all that apply)
   ☐ Lay in drop ceiling ☐ Ceiling clouds
   ☐ Concealed spline ceiling ☐ Exposed (open to above floor/roof)
   ☐ Sheetrock®/gypsum ☐ Other (please specify)

8. If open ceiling/ceiling clouds, do you want the units painted? (client must choose sound masking unit type)
   ☐ YES ☐ NO

9. If sound masking units are visible or painted, do you want labels? ☐ YES ☐ NO

10. Is there insulation in the ceilings?
    ☐ YES ☐ NO

11. Is there asbestos in the ceilings?
    ☐ YES ☐ NO

12. The area to be sound masked is:
    ☐ New construction ☐ Retrofit

13. Installing a new ceiling (if required), will take place:
    ☐ Before ☐ After sound masking installation.

14. Are there any unusual space conditions or known obstructions in the area above the ceiling?
    ☐ YES (please specify) ☐ NO

15. Will you require installation? ☐ YES ☐ NO

16. The job is: ☐ Union ☐ Non-union

17. Are permits required? ☐ YES ☐ NO

18. When can installation be done?
    ☐ Regular hours ☐ After normal business hours

19. Target date for project completion?

20. When do you need a quote by?

21. Please list any miscellaneous items or information i.e. Healthcare installation requirements, etc.

Completed by:

sheetrock ® is a registered trademark of USG Corporation. All rights reserved Copyright © 2007 – Lencore Acoustics Corp.