



New Jersey Schools Development Authority
REQUEST FOR FURNITURE, FIXTURES & EQUIPMENT

NJSDA Form 170

(Form to be submitted **ten (10) months** prior to substantial completion date)

To: Director of Purchasing/Procurement (FFT&E)

Date: _____ Submitted by: _____ Approved by: _____

☐ SDA Managed

Construction Operations Program Officer

Construction Operations Regional Director

Project Name / District	
School Address: (Street, City, State & Zip Code)	
Project Type: (Add, Renovation, New Construction)	
DOE: Project Number: (i.e. 0000-000-00-0000-00)	
Package Number: (i.e. DK-0000)	
Targeted Delivery Date:	
School Opening Date:	
Anticipated Room Cleaning Date:	
Approved Charter Amount:	
School Contact Name:	
School Contact Email Address:	
School Contact Phone Number:	
Architect Firm Name:	
Architect Contact Name:	
Architect Contact Email Address:	
Architect Contact Phone Number:	
SDA/CM Firm Name:	
SDA/CM Contact Name:	
SDA/CM Email Address:	
SDA/CM Contact Phone Number:	
(If applicable) What is the completion date for each phase of the project?	
(For FFT&E Use Only) Budget Amount:	

Program Operations must submit the following:

- ☐ 1 set of 1/8" Scale Layouts of Furniture (Hard copy)
- ☐ Color Board (Approved by District) (Physical copy)
- ☐ 1 set of Electrical Drawings (Hard copy)
- ☐ 1 Room Finish Schedule (Hard copy)
- ☐ 1 Approved Educational Specifications
- ☐ 1 Electronic CAD File

Form acknowledged by: _____

Date: _____

Director of Purchasing/Procurement (FFT&E)