

PROJECT REQUEST FORM

(Including Built-in Equipment)

Name of department/area requesting the project.

Date

Description of project, including room number and building name. A separate sheet may be attached if necessary. Requirements for this request. Check all that apply.

Planning
Design
Construction
Cost Information
Other _____

Scope of Work: (Define the objectives of the project in good detail.) A separate sheet of drawings may be attached if necessary.

\$

Requested Date of Completion

Estimated Cost
(If Available)

Title and Agency/Org Number to be Charged

INSTRUCTIONS:

1. This form is to be completed and signed by the area Dean/Vice President's Office and then sent to the Office of Capital Planning, 600 Administration Building. The Capital Planning Director will forward to the Office of Design and Construction.
2. If this request is approved, you will receive notification as to approval. If denied, you will be advised accordingly.
3. The Office of Design and Construction will provide the cost estimates.
4. If a department other than the one requesting the work is to be charged, then written confirmation from this department must be attached to this form.

A. Assignments of space are made on the basis of demonstrated need. They will be reviewed periodically and may be withdrawn when continuing need can no longer be satisfactorily demonstrated, or when adjustments in space use are essential to the best interests of the University. Please contact the Capital Planning Office concerning space assignments.

B. This form is not to be used for maintenance requests. Please refer to the *Faculty Handbook* for instructions on requesting maintenance or custodial services from the Facilities Services Department.

SIGNATURE: Department Head Requesting the Project

Date:

TO: Dean or Vice President

Date:

TO: Capital Planning Office, 600 Administration Building

Phone: 372-8591

Date:

TO: Office of Design and Construction, 1010 Administration Building

Phone: 372-2511

Date:

Project Manager Assigned:

Date:

Work Completed: _____

By: _____