

Directions for completing a Facility Project Request

When requirements dictate the construction of something new, or work which modifies or renovates an existing facility, **this is considered a project**. It is at this point that that a Facility Project Request form must be completed.

The attached Facility Project Request needs to be completely and thoroughly filled out. Once all information has been entered, the Facilities Project request form needs to be routed to the following individuals, in order, for review and approval; Department Chair/Director, Dean/Director, Area Vice President, University Architect, Director of Facilities Management and the Vice President for Administration and Finance. **Please note that it is up to the requesting department to ensure that funding is available (it is not the responsibility of Facilities Management to fund any project).**

A project will not be considered funded and therefore will not be scheduled to start until all designated individual signatures have been collected. Once a project is approved (all signatures have been collected and a cost center is established), it will be scheduled according to University needs and available manpower.

Please use the Facilities Request Form for requesting a project. Remember it is very important to be specific about your department's requirements.



Facilities Management

FACILITIES PROJECT REQUEST FORM

Name:

Date:

Department:

Ext:

Cost Center:

Nature of Request:

Building:

Exact location where the work is to occur (e.g. room):

Description of Work Needed:

Justification:

Impact if work is not done:

Department Chairperson Date

Dean/Director Date

Area Vice President Date

University Architect Date

Director Facilities Management Date

Vice President for
Administration and Finance Date