# Office of Facilities Planning

# **Project Request**

Instructions

**Initial Request**

* Detail the project request and related information.
* Obtain approval signature and the account to be charged if available.
* When this section is completed, submit form to Facilities Planning at campus box 085.

**Estimate and Project Approval to Proceed**

* This section is completed by Facilities Planning. A Project Manager will be assigned to gather the final details of the Scope of Work from the Requestor and will estimate based on this scope.
* The estimate consists of a “quick and rough” analysis regarding the feasibility and estimated cost of the requested project.
* The form is returned to the Requestor. Both Requestor and Approval Signatures are required to authorize continuation of the project. If additional costs resulting in change orders or scope changes are incurred, the project manager will notify the requestor.
* Estimates older than 60 days should be updated prior to approval.
* When this section is completed, return form to Facilities Planning at campus box 085.

**Budget Verification & Approval**

* Once the cost of the project has been determined and approved Facilities Planning will forward to the Budget office for verification and approval to proceed.
* When this section is completed, return form to Facilities Planning at campus box 085.
* If additional costs resulting in change orders are incurred during the project, the project manager will notify the requestor.

**Project Timelines**

* In order to successfully schedule your project, indicate your anticipated date of acceptance, as referenced in the block “Time Frame Requested”. Many projects are expected to be completed during the scheduled breaks throughout the year. In an effort to help you plan, please use the following guidelines.
* If consulting Architectural / Engineering is required to assimilate the bid package, the initial timeframe will have to be earlier to accommodate the design and bid documentation phases of the project.
  + **MRR / Capital Outlay Projects** – should be submitted no later than December 1st for the following year funding cycle.
  + **Year End Projects** – should be submitted no later than February 1st for estimates, and approved no later than April 15th for bid packaging.
  + **Spring Break Projects** – should be submitted no later than October 1st for estimates, and approved no later than December 1st for bid packaging.
  + **Summer Break Projects** – should be submitted no later than February 1st for estimates, and approved no later than March 15th for bid packaging.
  + **Fall Break Projects** – should be submitted no later than July 1st for estimates, and approved no later than September 1st for bid packaging.

**Office of Facilities Planning**

# **Project Request**

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| **Initial Request** | * This section to be completed by the Requestor. * Obtain funding approval signature and the account to be charged. * When this section is completed, submit form to Facilities Planning at campus box 085. | |
| Contact Person (Requestor) Date Requested email address | | |
| Is Funding Available? [ ] Yes [ ] No | If “Yes” - Up to $ | Account to be Charged: |
| Department | Phone | College Box |
| Building | Room or Location | Time Frame Requested |
| Brief Project Description Attach a sketch if necessary (include relocation plans for current occupants) | | |
| Requestor’s Signature/Date | Dean / VP - Approval Signature/Date | |

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| **Estimate and Project Approval to Proceed** | | * This section is completed by Facilities Planning. * This estimate consists of a “**quick and rough**” analysis regarding the feasibility and estimated cost of the requested project. The form is returned to the Requestor. Both Requestor and Approval Signatures are required to authorize continuation of the project. If additional costs resulting in change orders or scope changes are incurred, the project manager will notify the requestor. * When this section is completed, return form to Facilities Planning at campus box 085. | | |
| Initial Cost **Estimate** / Date Issued | | Comments | | |
| Project  Canceled | Reason | | Copy Sent Date:  To D.I.T. | D.I.T. Comments: |
| Estimators Signature | Assoc. Dir. Planning & Construction Signature/Date | | University Architect/Dir. Facilities Planning Signature/Date | Estimated Timeline |
| Requestor’s Signature/Date | | | Dean / VP - Approval Signature/Date | |

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| **Budget Verification & Approval** | * This section is completed by the Budget Office. * When this section is completed, return form to Facilities Planning at campus box 085 | |
| Budget Amount Approved: | Account to be charged | |
| Budget Director - Approval Signature/Date | | VP Administrative Services and Campus Operations - Approval Signature/Date |

# **Project Request**

Sketch / Description

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