

Planning Request Form

Facilities Project Request Form for Design Development & Estimating

1. Requestor Information (user contact for this project):

Name: _____ Email Address: _____
College or Department: _____
Phone Number: _____ Fax Number: _____

2. Project Location:

3. Describe purpose of project. Please attach a program, additional information, and/or diagram of space if available, and include any special project requirements.

Check any improvements that would apply:

- | | |
|---|--|
| <input type="checkbox"/> Add new voice/data or electrical outlets | <input type="checkbox"/> Add new carpet |
| <input type="checkbox"/> Construct or demolish walls and/or doors | <input type="checkbox"/> Add new furniture |
| <input type="checkbox"/> Improve air conditioning or heating system | <input type="checkbox"/> Renovate entire space |
| <input type="checkbox"/> Build addition to existing building | <input type="checkbox"/> None of the above |

4. Estimated Range of Construction Funds needed after design development and estimating is complete:

- | | |
|---|---|
| <input type="checkbox"/> Under \$10,000 | <input type="checkbox"/> \$50,000 - \$100,000 |
| <input type="checkbox"/> \$10,000 - \$50,000 | <input type="checkbox"/> Over \$100,000 |
| <input type="checkbox"/> A design is needed to determine a range of costs | |

5. Are you anticipating using funds that will lapse this year? Yes No

(If yes, construction funding approval will need to occur before March 31st of this fiscal year, so that funds may be encumbered by June 30th.)

6. Funding

Funds Available: _____ Speed Chart _____ Funding Source _____

- Check here if funds listed above are for design and/or engineering services only
 Check here if assistance is needed first to determine any level of funding
 Check here if funds are for total project

7. Department Approving Authorities:

_____/_____
Department Head or Chair Date

_____/_____
Dean/Director/VP Date

_____/_____
Vice President of Academic Affairs Date

(Only required if eliminating any instructional space or if significant changes are requested)

Please send completed information above to **John Anderson** in Facility Planning & Design Services, (Mailbox #3602). A project manager will contact the requestor to discuss the time frame of this project and other details.

If additional funds are required at any time then the original requestor will be contacted to reduce the scope of the project or identify additional funding. A Construction Request Form may also need approval.

If the project is not approved for any reason, the requestor will be notified in writing.