

REQUEST FOR REMODELING PROJECTS

Requests for remodeling from Facility Services will require prior approval from the Deans' office. Therefore, please fill out the top section of this form, outlining your remodeling request and forward it to your Dean's office for approval and submittal to the Work Order Center for assessment and feasibility. Facility Services will not be able to process requests for remodeling unless received through the Dean's office using this form and procedure.

I) This section to be completed by the department requesting remodeling and forwarded to the Dean's Office

Building: _____ Request Date: ___ / ___ / ___
College/Unit: _____ Contact Person: _____
Requested By: _____ Contact Office/Room: _____
Department: _____ Contact Telephone: _____

Project Description: (briefly describe work being requested, any fixed and movable equipment, etc.)

Location of work: _

Nature of work:

Justification/Explanation: (reasons and factors that make the project necessary)

Special Requirements: (timing, scheduling, completion date, funding restrictions, etc.)

Funding Source(s): _

Available Funds: \$ _

Chair/Director Approval: _

Approval Date :_ / /_

II) This section to be completed by the customer & Dean's Office and forwarded to the Work Order Center

Request Received in the Dean's Office: _ / /_

Action Requested (please check one):

- Prepare a general scope and definition of the proposed project. Include preliminary impressions of feasibility, budget costs range, timing constraints, and any other information useful to the Dean's Office.
- Provide full project assessment including architectural and engineering analysis and preliminary cost assessment.
- No preliminary cost assessment is necessary. Please analyze the project for feasibility and follow up with design documents for approval.

Project Priority: high normal

Action Needed By: _ / /_

Return The Information To: _

Telephone: _

Dean's Office Approval: _

Approval Date: / /_