



Department of Facilities Management

CAPITAL PROJECT REQUEST

After approval by Dean / Director / AVP, submit form to the Assistant Vice President for Facilities Management. Please attach additional information as needed.

Project Title:
Submitted By:
Department:

Date:
Phone:

Describe proposed project including physical requirements and special characteristics of space: (Location, Planned use, # of occupants, square footage, electrical, HVAC, technology, security & telecommunications requirements, etc.)

Describe the projects relationship to the Rowing not drifting 2030 Strategic Planning Framework and the multiyear core and support plans:

Does project directly support the academic or student support mission? (describe)

Does the project require any ongoing maintenance or operations support funding? (describe)

Funding Source (if known):

Is the project a continuation of a previously approved project?

Will construction impact ongoing University operations? (discuss required schedule, etc)

Is the project primarily due to Fire, Life Safety, Risk Management or Code issues? (describe)

Is the project mandated by a governing or accrediting body? (describe)

Does the project provide for improved space utilization, collaboration or increased use of underutilized space? Identify current use of the space.

Does the project address significant deferred maintenance issues?

Discuss how the project will address program needs and the consequences if not approved:

APPROVALS:

Dean / Director / AVP: _____ Priority **H M L** Date: _____

FM USE: Estimate \$ _____ Reviews: Scheduling _____ Space Mgt _____ IM&T _____ Other _____
