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:
   [ ] Add new voice/data or electrical outlets  [ ] Add new carpet
   [ ] Construct or demolish walls and/or doors  [ ] Add new furniture
   [ ] Improve air conditioning or heating system  [ ] Renovate entire space
   [ ] Build addition to existing building  [ ] None of the above

4. Estimated Range of Construction Funds needed after design development and estimating is complete:
   [ ] Under $10,000  [ ] $50,000 - $100,000
   [ ] $10,000 - $50,000  [ ] Over $100,000
   [ ] A design is needed to determine a range of costs

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

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 form to Facility Design & Construction 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, the requestor will be contacted to reduce the scope of the project or identify additional funding. A Construction Request Form may also need to be completed for approval.

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