



COMMONWEALTH UNIVERSITY OF PA

Facilities Management
Project Request Form

Date: Click here to enter a date.
Requestor: Click here to enter text. Dept: Click here to enter text. VP Division: Click here to enter text.
Contact Person: Click here to enter text. Ext: Click here to enter text. Dean/Dir.: Click here to enter text.
Project Location: Click here to enter text.
Brief Title of Project: Click here to enter text.

Table with 2 columns: Field Name (Project Description, Justification of Need) and Input Area (Click here to enter text).

Desired Date of Completion: Click here to enter text.

Does this request affect space ownership or space use change? [ ] Yes [ ] No

If Yes, please forward to the chairperson of the Space and Facilities Committee for review and recommendations.

Chair, S&F Recommendation: Date:

If No, proceed with submission signatures below:

Dean/Director Recommendation: Date:

Division VP Project Approval for Evaluation/Review/Estimate: Date:

Division VP: Submit the Project Request Electronically through the work order system with a funding source. Only the VP division can submit a Project Request. Other submissions will not be processed.

FOR FACILITIES OFFICE USE ONLY

**FM Date Received:** \_\_\_\_\_ **FM Tracking Number:** \_\_\_\_\_

**Date estimate package returned to VP (CC Requestor):** \_\_\_\_\_

**Date of VP Approval of Funding:** \_\_\_\_\_

**Date funding confirmation and funding source number received:** \_\_\_\_\_

## Requestor Instructions

**This form is to be used for project requests such as an installation of a new feature, a change in structure of current facility space, or removal of a feature. A project is not work completed to maintain the conditions of the facility and its current features.**

1. Complete the form by entering the date, requestor's name, department, VP division, contact person, phone number with extension, Department Chair, Dean or Director's name, the building name, floor and room number and a title for the project.
2. In the Project Description section enter a detailed project description, additional pages can be attached if necessary.
3. The Justification of Need section is for VP Division and/or funding approval, please give a detailed justification of why the projected is necessary.
4. Enter a desired completion date.
5. Check yes or no, does this request affect space ownership or use?
6. If you checked Yes for number five forward the request to the Chair of Space and Facilities Committee for a signature approval, once your approved request is returned proceed to number seven.
7. If you checked No for number 5, submit the request to your department chair, dean or director for signature approval.
8. Once the department chair, dean or director has approved the project, the request must be submitted to the VP of your division for approval.

**If your project is approved the VP Division representative will submit the request to Facilities Management electronically.**

To check on the status of your project request:

- Contact your department chair, dean or director first.
- If the department chair, dean or director has signed off and the request is now with your VP division, contact your VP division second.
- If you your VP division has approved and submitted your request you will need to contact Planning and Construction for information on what stage of the process your project is in.

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### VP Division Approval and Submission Process

1. Provide your approval for the evaluation/review/estimate for the project request. If the project is small, and no estimate is necessary, please note that no estimate is necessary in the electronic submission comments area.
2. Submit the Project Request Electronically to Facilities Management through the work order system using the project request option. You will need to provide a funding source for the project at this time. Attach the project request and any additional documentation electronically to the request.

**For further information please contact the Work Order Coordinator at 570.389.4586.**