



Physical Plant Administration/Management

- Campus planning
- Project Management & Construction
- Physical Plant Management

Physical Plant Use Only: _____
Project Request # _____
Date Received _____
Action Taken: _____
Scoping Estimate: _____

Type of Project: Feasibility Study/Estimate Renovation New Construction

PROJECT REQUEST FORM (see page 2 for instructions)

1. Type of Request (check all that apply)

- Int./Ext. Renovation or Int./Ext. New Construction (ex. add/remove/relocate doors, windows, walls, etc.)
- Change of Use of Space (ex. change storage to office, non-lab to lab, etc.)
- Installation of Specialized Equipment (ex. lab equipment with HVAC/electrical requirements, AV install)
- Signage/Graphic (ex. suite ID signs, large format signs/graphics)
- Furniture/Interior Design (ex. reconfigure/design workstations, purchase new furniture)
- Maintenance/Repair of Existing Facilities/Infrastructure (ex. bldg systems maintenance, roadways/sidewalks)
- Technology Infrastructure (ex. ITTS networking/telecom updates, server installations, etc.)

2. Requester Information

Name: _____ Dept./Unit: _____

Phone #: _____ Email: _____ Date: _____

3. Location/Description of Requested Project

Name of Building/Location: _____ Floor: _____ Room : _____

- Interior Work Exterior Work

Description of Requested Work (attach a separate sheet if more space is needed):

4. Schedule Requirements (see page 2 for general schedule information):

Requested Start Date (explain any critical schedule requirements): _____

Requested Completion Date (Determined by Start Date): _____

5. Funding Sources

Funds Available (\$ amount): _____ Budget Code: _____

Source of Funds (General Revenue, Cash, Auxiliary, Grants, or Private Gifts): _____

Requester Signature: _____
Signature / Print Name Date

6. Project Approval Signatures:

Department VC: _____ Chancellor: _____
Signature Signature

VC Finance: _____ Physical Plant Director: _____
Signature Signature

Priority Level: Emergency High Low Denied

7. Email completed form to Physical Plant Director: cramsay@sautech.edu

Instructions for Completing Each Section:

This form is to be used to request planning, design and construction services for renovation or maintenance projects. This form must include the required signatures and available funding information or it will not be routed through the Physical Plant work flow process.

1) Type of Request

- a) Check all boxes that apply to the project request you are submitting.
- b) You may only submit a project request for space that is currently assigned to your department/unit, or that has been approved for future assignment to your department/unit by your vice chancellor.

2) Requester Information

- a) Requester should be the Department Chair/Director or Vice Chancellor

3) Location of Requested Project

- a) For requests that involve multiple campus/site locations, please submit a separate form for each campus/site.

4) Schedule Requirements

- a) Requests for projects to be completed during summer term must be received by the below deadline to assure that project constructions documents can be finalized in time to bid the project for summer construction.
 - i) Summer Deadline – January 15th
- b) General Schedule Information
 - i) Project requests may be submitted at any time, but the scope of work will determine final schedule for work. Requests are processed through Physical Plant work-project process in the order that they are received. The chancellor may move requests on list at his discretion.
 - ii) Minimal scope projects may take 1-3 months to complete.
 - iii) Mid-range to larger scope projects may take 4-9 months to complete (or longer) depending upon the complexity of the work.
 - iv) Some project requests may require the use of term contract architect/engineering firms to complete construction drawings which will add time to project schedule.

5) Funding Sources

- a) Work will not proceed for this request if this section is not completed. Please keep in mind that project costs include everything from planning for the work with an architect or engineer to the actual construction, inspection of work, furniture purchase/install, move expenses, etc.
- b) The cost of renovation work typically ranges from a low end of \$50 per gross square foot for minimal scope work to upwards of \$175 per gross square foot for more complicated work that may require HVAC relocation/additions, electrical updates, lighting updates, etc.

6) Project Approval Signatures

Director or Vice Chancellor
VC Finance
Chancellor
Physical Plant Director

7) Email Completed form to Physical Plant Director – (ex. cramsay@sautech.edu)