



Facilities Administration/Management

- **Campus Planning**
- **Project Management & Construction**
- **Facilities Management**

Facilities Use Only:

Project Request W/O # _____

Date Received _____

Action Taken: _____

Scoping Estimate: _____

PROJECT REQUEST FORM (see page 2 for instructions)

1. Type of Request (check all that apply)

- A. Identity Signage & Wayfinding Signage** (Planning & Design)
- B. Temporary Signage** (Planning & Design)
- C. Specialty Signage** (Planning & Design of decals, t-shirts, buttons, etc)
- D. Donor or Recognition Signage** (Planning & Design interior or exterior spaces)
- E. Environmental Graphics** (Planning & Design of large format graphics, banners, etc)
- F. Exhibit Design** (Planning, Design & Coordination)

2. Requestor Information

Name: _____

Dept/Unit/College: _____

Phone #: _____ Email: _____ Date: _____

3. Location Requested Project

Fairfax Science & Technology Arlington Loudon Songdo (Korea)

Off-Site (Please specify): _____

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

4. Requested Completion Date (see page 2 for general schedule information) _____

5. Source of Funds (general/non-general or self-generated funds, grant, gift) _____

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

6. Project Request Approval (see page 2, item 6 for approval signatures required for requests above \$15,000):

Unit Approval Authority: _____

Signature / Print Name

Date

7. Email completed form to – jforgy@gmu.edu

Instructions for Completing Each Section:

This form is to be used to request planning, design and coordination for Environmental Graphics (Wayfinding and Identity Signage and Graphics, Donor Recognition Signage and Graphics, Specialty Signage and Graphics, Exhibit Design) defined as non-capital (total project cost less than \$1 million dollars).

This form *must* include the required signatures, available funding information, and Org # for the project. Work cannot begin until this form is received and the project is routed through the Facilities work-flow system. This process typically takes 5-10 days.

1. Type of Request

- a. Check all lines 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 dept/unit, or that has been approved for future assignment to your dept/unit by the Space Administration Committee.

2. Requestor Information

- a. Requestor should be the Department Chair/Director, or your Unit's Space Liaison.

3. Location of Requested Project

- a. For requests that involve multiple campus/site locations, please check all that apply. For off-site locations please list the name of the facility.

4. Schedule Requirements

- a. Requests for projects to be completed during a winter break or summer term must be received by the below deadlines to assure that project construction documents can be finalized in time to bid the project for winter break or summer construction.
 - i. Winter Break Deadline – **June 15th**
 - ii. 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 the Facilities work flow process in the order that they are received.
 - ii. Minimal scope projects may take 4 – 6 weeks to complete.
 - iii. Mid-range to larger scope projects may take 2 - 6 months to complete (or longer) depending upon the current workloads, complexity of the work, timeliness of in-house reviews and approvals, delivery of content for production of final art and fabricator ability to deliver in the time requested.
 - iv. Some project requests may require the use of term contract architect/engineering firms to complete construction drawings which will add time to the project schedule.
 - v. Every effort will be made to meet the requested deadline. However, production and installation schedules are provided by the selected fabricator and are based on workloads, outsourcing and availability of installation crews.

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, in-house reviews and approvals, development of working drawings, pricing and procurement of the signage and graphics, preparation of production art, review of submittals from the fabricator, space preparation including sign removals/patching/painting of wall surfaces and schedule coordination.
- b. The cost of graphics work typically can range from a low end of \$10 per square foot to \$25 per square foot.

- c. The cost for hard signage is dependent upon the agreed upon design and whether the design is already captured in existing unit pricing. Alternate pricing is often obtained to determine the best price for the work required.

6. Project Request Approval

- a. Project request forms must contain the signature of the unit **Dean/Director** if the amount listed in the *Funding Source* section *Funds Available* field exceeds \$15,000.
- b. Project request forms must also contain the signature of the **Provost or Senior Vice President** (depending upon the unit in which your department reports) if the amount listed in the *Funding Source* section *Funds Available* field exceeds \$50,000.