

**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)

- 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. ITU networking/telecom updates, server installations, etc.)

2. Requestor Information

Name: _____ **Dept/Unit:** _____
Phone #: _____ **Email:** _____ **Date:** _____

3. Location/Description of Requested Project

- Fairfax PW - Sci/Tech Arlington Other _____
- Interior Work Exterior Work

Building/Location: _____*For exterior work, describe location using nearest building/street intersection, north/south/east/west of existing landmark, etc.***Floor:** _____ **Room(s):** _____**Description of Requested Work** (attach a separate sheet if more space is needed):

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

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

5. Funding Sources

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

Source of Funds (general/non-general or self-generated funds, grant, gift): _____**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 Facilities Customer Service Center - csc@gmu.edu

Instructions for Completing Each Section:

This form is to be used to request planning, design and construction services for renovation or maintenance projects defined as non-capital (total project cost less than \$1 million dollars), for signage/graphics requests, and for furniture reconfiguration/design requests. This form *must* include the required signatures, available funding information, and Org # to use for the project or it will not be routed through Facilities 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 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 submit a separate form for each campus/site.

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 Facilities work flow process in the order that they are received.
 - 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 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.