

## PROJECT INITIATION FORM

*\*indicates a required field*

### A. REQUESTOR INFORMATION

Request Date Check if you would like to schedule a meeting to discuss this project with PDC

Department College

Requestor's Name\* Requestor's Email\*

Project Contact Contact Email

### B. PROJECT INFORMATION

Project Location/Building/Site Name\*

Room Number(s) / Project Area

Primary Function / Current Use of Space

Proposed Function / Use of New/Renovated Space

Project Type (click all that apply)

- |                          |                           |                   |                |
|--------------------------|---------------------------|-------------------|----------------|
| Renovation/Refurbishment | New Construction/Addition | Site/Landscape    | Estimate Only  |
| Furnishings/Equipment    | Building Exterior/Roof    | Feasibility Study | Grant Planning |
| Other (please specify)   |                           |                   |                |

[Create a FAMIS Work Order for Maintenance/Repair Projects](#)

Project Description – Describe the basic scope of your project. Include plans, sketches, specifications or any other additional information. Please indicate any equipment needs as part of this project such as office furniture, lab equipment or carpet.

Special Architectural Features (e.g. Suspended Ceilings, Special Flooring, Soundproofing etc.) Yes (describe below) NO



### B. PROJECT INFORMATION CONTINUED

Special Electrical Requirements      Yes (describe below)      No      Number of Receptacles Needed

Audio / Visual Equipment Needed      Yes (describe below)      No

Security Alarm System Requirements      Yes (describe below)      No

Special Plumbing Requirements (e.g. Drains, emergency showers, gas, air etc.)      Yes (describe below)      No

### Heating Air Conditioning, Ventilation & Humidity Requirements

Maximum number of people using the space at one time

Any heat generating equipment in the project (e.g. Computers, copiers, lab equipment, stoves, ovens, etc.)

Yes (describe below)      No

Special Environmental Conditions (e.g. Controlled temperature, humidity, ventilation etc.)

Yes (describe below)      No

### Telecommunication Requirements (Please indicate location of outlets on plans, sketches, etc.)

Number of Data Ports Needed

Telephone/Fax Provisions



# PLANNING, DESIGN & CONSTRUCTION

FINANCE & ADMINISTRATION

## C. SCHEDULE REQUIREMENTS/CRITICAL DATES

Desired Completion Date Please select any scheduling issues/requirements below

Semester Start/End	Fiscal Year End	Semester Break	Time of Day
Other			

## D. PROJECT FUNDING

Account Number\* Available Funds\*

FY End Funds expiring this current fiscal year

## E. PROJECT APPROVALS (signatures not required for Grant Assistance)

*Requestor should enter the applicable names and email completed digital form for electronic signature.  
The Approvals below indicate fiduciary responsibility for this project using the account number provided above.*

### Business Manager / Cost Center Manager (if applicable)

Printed Name

Electronic Signature  
After reviewing, either sign and click the **Approve** button below or click the **Deny** button below.

### Dean / Director / Comptroller

Printed Name

Electronic Signature\*  
After reviewing, either sign and click the **Approve** button below or click the **Deny** button below.

### Executive Vice President & Provost (if applicable)

Printed Name

Electronic Signature  
After reviewing, either sign and click the **Approve** button below or click the **Deny** button below.

### Executive Vice President & Chief Administrative Officer

Printed Name

Electronic Signature\*  
After reviewing, either sign and click the **Approve** button below or click the **Deny** button below.

## F. NOTES

Please provide any additional information below

Clicking either button will give you the opportunity to compose an email before this form is sent as an attachment to the requestor.

*After collecting all necessary electronic signatures, the requestor should email the form to [project\\_initiation\\_forms@docs.e-builder.net](mailto:project_initiation_forms@docs.e-builder.net)*