

TEXAS WOMAN'S UNIVERSITY

OFFICE OF FACILITIES MANAGEMENT & CONSTRUCTION

PROJECT REQUEST FORM

Rev. 7/2018

Purpose of Form: To initiate design, formal estimating, and implementation services for project requests. "Projects" involve multiple trades and have a cost that exceeds \$5,000. A PRF is not required if ordering furniture that meets University Standards and remains under \$30,000.

When to use: When a department has a need for a project to be implemented within a definite time frame and a funding source has been identified and have completed a Project Information Form. Examples include: departmental relocations, cubicle re-configuration, cosmetic upgrades, furniture procurement, and complete space remodels.

CONTACT INFORMATION

Authored Date:	Requesting Department:
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Project Contact Info: (Identify one person with whom Facilities can work with on this request)

Name:	Phone:	E-mail:
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Project Manager Info:

Name:	Phone:	E-mail:
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PROJECT DETAILS

Building:	General Information (check all that apply):	Desired Start Date:
Room Number(s): (use commas)	<input type="checkbox"/> Renovation/Remodel <input type="checkbox"/> Deferred Maintenance	Desired Completion Date:
If not within a building, describe location below:	<input type="checkbox"/> Finishes (e.g. carpet/paint) <input type="checkbox"/> New Construction	
	<input type="checkbox"/> Furnishings Only <input type="checkbox"/> Equipment	
	<input type="checkbox"/> Building Systems (mechanical, electrical, plumbing, voice/data & A/C)	<input type="checkbox"/> Infrastructure
	<input type="checkbox"/> Landscape, Paving, Etc. <input type="checkbox"/> Space: Planning, Analysis, Study	<input type="checkbox"/> SUAC Approval*

Scope of Work (be as descriptive as possible):

FUNDING SOURCE & PROJECT APPROVALS

Account Number:	Amount:
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Dean/AVP Approval

Name:	Signature:	Date:
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Vice President Approval

Name:	Signature:	Date:
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OFFICE OF FACILITIES MANAGEMENT USE ONLY

Date Received:	AVP of Facilities Management Signature:
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BUDGET OFFICE USE ONLY

Name:	AVP Finance Budget Signature:	Date:
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Name:	VP Finance and Administration Signature:	Date:
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Return completed form or contact us for questions using one of three methods:

E-mail:
Scan Completed Form and Send to:
TWUProjects@twu.edu

Fax:
940-898-3148

Inter-departmental Mail:
Facilities Management
c/o Dawn Byrd

Visit our website for detailed information about projects: <http://www.twu.edu/fmc>.

*Please attach approved SUAC form to Project Request.