**PROJECT REQUEST FORM**

**Requestor Name:** ____________________________  **Date:** ________________

**Requestor Title:** ____________________________  

**Department:** ____________________________

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**PROJECT SCOPE**

<table>
<thead>
<tr>
<th>Building:</th>
<th>Room No(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________</td>
<td>__________</td>
</tr>
</tbody>
</table>

**Currently Assigned to:** ____________________________

**Type of Space:**
- [ ] Administrative Office
- [ ] Residence Hall
- [ ] Lab
- [ ] Academic Office
- [ ] Classroom
- [ ] Other

**Type of Project:**
- [ ] Construction
- [ ] Space Reallocation
- [ ] Accessibility
- [ ] Feasibility Study
- [ ] Space Request
- [ ] Landscape/ Site

**Type of Work:**
- [ ] Carpet/ Flooring
- [ ] Furniture
- [ ] AC/ Ventilation
- [ ] Painting
- [ ] Casework/ Cabinetry
- [ ] Electrical
- [ ] Ceilings
- [ ] Lighting
- [ ] Data/ Network
- [ ] Partitions/ Doors
- [ ] Signage
- [ ] AV Equipment

**Description of Project:**

________________________________________________________________________

________________________________________________________________________

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**SCHEDULE AND BUDGET**

**Source of Funds:**
- [ ] Department/ Area
- [ ] Central Budget
- [ ] Other *(please specify)*

**Requested Project Completion Date:** ____________________________

**Budget Limit:** ____________________________

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**AUTHORIZATION**

**Department or Division Head:**

signature________ date______________ print________

**Dean or Vice President:**

signature________ date______________ print________

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**PDC USE ONLY:**

**Date Received:** ________________  

**Project Manager:** ____________________________

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Please return completed form to  
Planning, Design and Construction, HB 6011