



# FACILITIES MANAGEMENT

**ACCS FORM: PR**

## PROJECT REQUEST FORM: CONSTRUCTION, RENOVATION, AND ALTERATION

CREATED DATE:		CREATED BY:	
REVISED DATE:		REVISED BY:	
PROJECT POINT OF CONTACT:			
COLLEGE NAME:			
PROJECT NAME:			
COLLEGE CAMPUS:			
PROJECT LOCATION:			
PROJECT SCOPE:			

DESCRIPTION OF NEED:	
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### COST ITEMS

PROPERTY PURCHASE:	
ARCHITECTURAL PROGRAMMING:	
DESIGN FEES (ESTIMATED):	
CONSTRUCTION CONTRACT (ESTIMATED):	
ENV. REMEDIATION:	
FF&E:	
SECURITY/ACCESS CONTROL:	
TELECOM/AV:	
OTHER CONSULTANT FEES:	
OTHER CONSTRUCTION COSTS:	
CONTINGENCY ( 10 % OF CONSTRUCTION AND FF&E):	OTHER
TOTAL PROJECT COST (ESTIMATED):	

DESCRIPTION/SOURCE OF FUNDING	FOAP
TOTAL FUNDING AVAILABLE:	

### MILESTONE/PHASE 1 SCHEDULE

DESIGN DATE:		BID DATE:		CONSTRUCTION START DATE:	
SUBSTANTIAL COMPLETION DATE:				CONSTRUCTION FINISH DATE:	
PROJECT MUST BE COMPLETED BY:					
FUNDING DEADLINES TO CONSIDER:					

**TO BE COMPLETED BY ACCS FACILITIES MANAGEMENT**

<b>INITIAL APPROVAL DATE:</b>		<b>REVISED APPROVAL DATE:</b>	
<b>ACCS ASSIGNED PROJECT NUMBER:</b>			
<b>BOT FACILITIES COMMITTEE:</b>		<b>BOT WORK SESSION:</b>	
<b>BOT MEETING APPROVAL</b>		<b>REVISED APPROVAL DATE:</b>	

**COLLEGE AUTHORIZATION:**

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REQUESTOR

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COLLEGE PRESIDENT

**ACCS APPROVALS:**

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CHIEF FACILITIES OFFICER

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CHIEF FINANCIAL OFFICER

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CHANCELLOR