



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

INITIAL APPROVAL DATE:		REVISED APPROVAL DATE:	
ACCS ASSIGNED PROJECT NUMBER:			
BOT FACILITIES COMMITTEE:		BOT WORK SESSION:	
BOT MEETING APPROVAL		REVISED APPROVAL DATE:	

COLLEGE AUTHORIZATION:_____
REQUESTOR_____
COLLEGE BUSINESS OFFICER_____
COLLEGE PRESIDENT**ACCS APPROVALS:**_____
CHIEF FACILITIES OFFICER_____
CHIEF FINANCIAL OFFICER_____
CHANCELLOR