



FACILITIES DIVISION

ACCS FORM: PR

PROJECT REQUEST FORM: CONSTRUCTION, RENOVATION, AND ALTERATION

CREATED DATE:		CREATED BY:	
REVISED DATE:		REVISED BY:	
CLOSE OUT DATE:		PREPARED BY:	
PROJECT POINT OF CONTACT:			
COLLEGE NAME:			
PROJECT NAME:			
COLLEGE CAMPUS:			
PROJECT LOCATION:			
PROJECT SCOPE:			
DESCRIPTION OF NEED:			
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 DIVISION

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

COLLEGE AUTHORIZATION:

REQUESTOR

COLLEGE BUSINESS OFFICER

COLLEGE PRESIDENT

ACCS APPROVALS(DESIGN/BID):

CHIEF FACILITIES OFFICER

CHANCELLOR

ACCS APPROVALS(CONSTRUCTION/BUDGET/MOA):

CHIEF FACILITIES OFFICER

CHANCELLOR