



# FACILITIES MANAGEMENT

**ACCS FORM: PR**

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

CREATED DATE:		CREATED BY:	
REVISION 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:			
<b>OPERATIONS AND MAINTENANCE ANNUAL COST INCREASE</b>			
1.5%-3% OF CURRENT REPLACEMENT VALUE (CRV):			
ANNUAL FUNDING FOR UTILITIES:			
ANNUAL FUNDING FOR CUSTODIAL:			
ANNUAL FUNDING FOR MAINTENANCE:			
ANNUAL FUNDING FOR GROUNDS:			
OTHER (SPECIFY):			
TOTAL ANNUAL FUNDING INCREASE:			
<b>COST ITEMS</b>	<b>ESTIMATED</b>	<b>BUDGETED</b>	<b>ACTUAL</b>
PROPERTY PURCHASE:			
ADDITIONAL SERVICES AND/OR SPECIAL SERVICES:			
DESIGN FEES:			
REIMBURSABLE EXPENSES (NTE AMOUNT):			
CONSTRUCTION CONTRACT:			
ENV. REMEDIATION:			
FF&E:			
SECURITY/ACCESS CONTROL:			
TELECOM/AV:			
OTHER CONSULTANT FEES:			
OTHER CONSTRUCTION COSTS:			
CONTINGENCY (10% OF CONSTRUCTION AND FF&E):			
OTHER (SPECIFY):			
TOTAL PROJECT COST:			

SOURCE OF FUNDING		FOAP	ESTIMATED	BUDGETED	ACTUAL
COLLEGE LOCAL FUNDS:					
COLLEGE BOND FUNDS:					
ACCS FUNDS:					
LEGISLATIVE FUNDS:					
FEDERAL FUNDS:					
OTHER:					
UNFUNDED:					
TOTAL FUNDING AVAILABLE:					

MILESTONE/PHASE 1 SCHEDULE	
START 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			
ACCS ASSIGNED PROJECT NUMBER:			
INITIAL APPROVAL DATE:		REVISED APPROVAL DATE:	
BOT FACILITIES COMMITTEE:		BOT WORK SESSION:	
BOT MEETING APPROVAL		REVISED APPROVAL DATE:	

COLLEGE AUTHORIZATION:

REQUESTOR

COLLEGE BUSINESS OFFICER

COLLEGE PRESIDENT

ACCS APPROVALS(DESIGN/BID):

CHIEF FACILITIES OFFICER

CHANCELLOR

NOTE: All design and bid expenses incurred for a project involving an MOA funding source will be eligible for reimbursement.

ACCS APPROVALS(CONSTRUCTION/APPROVED BUDGET)

CHIEF FACILITIES OFFICER

CHANCELLOR

MOA: ACCS Finance Division to initiate for the college.