



FACILITIES DIVISION

ACCS FORM: PR

PROJECT REQUEST FORM: CONSTRUCTION, RENOVATION, AND ALTERATION

CREATED DATE (ESTIMATED COSTS, BEFORE BID):			CREATED BY:		
REVISION DATE (BUDGETED COSTS, AFTER BID):			REVISED BY:		
CLOSE-OUT DATE (ACTUAL COSTS, AFTER COMPLETION):			PREPARED BY:		
PROJECT POINT OF CONTACT:					
COLLEGE NAME:					
PROJECT NAME:					
COLLEGE CAMPUS:					
PROJECT LOCATION:					
PROJECT SCOPE:					
DESCRIPTION OF NEED:					
OPERATIONS AND MAINTENANCE ANNUAL COST INCREASE					
1.5%-3% OF CURRENT REPLACEMENT VALUE (CRV):					
ANNUAL FUNDING FOR UTILITIES (AVERAGE IS ABOUT \$2.00/SQ FT) :					
ANNUAL FUNDING FOR CUSTODIAL (AVERAGE IS ABOUT \$2.65/SQ FT) :					
ANNUAL FUNDING FOR MAINTENANCE (AVERAGE IS ABOUT \$2.00/SQ FT) :					
ANNUAL FUNDING FOR GROUNDS (AVERAGE IS ABOUT \$0.35/SQ FT) :					
OTHER (SPECIFY):					
TOTAL ANNUAL FUNDING INCREASE:					
COST ITEMS		ESTIMATED	BUDGETED	ACTUAL	
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:	

SIGNATURE APPROVALS

ESTIMATED COSTS	BUDGETED COSTS	ACTUAL COSTS
COLLEGE AUTHORIZATION <div>_____</div> <p>REQUESTOR</p> <div>_____</div> <p>COLLEGE BUSINESS OFFICER</p> <div>_____</div> <p>COLLEGE PRESIDENT</p>	COLLEGE AUTHORIZATION <div>_____</div> <p>REQUESTOR</p> <div>_____</div> <p>COLLEGE BUSINESS OFFICER</p> <div>_____</div> <p>COLLEGE PRESIDENT</p>	COLLEGE AUTHORIZATION <div>_____</div> <p>REQUESTOR</p> <div>_____</div> <p>COLLEGE BUSINESS OFFICER</p> <div>_____</div> <p>COLLEGE PRESIDENT</p>
ACCS APPROVALS (DESIGN/BID) <div>_____</div> <p>CHIEF FACILITIES OFFICER</p> <div>_____</div> <p>CHANCELLOR</p> <p>NOTE: All design and bid expenses incurred for a project involving an MOA funding source will be eligible for reimbursement.</p>	ACCS APPROVALS (CONSTRUCTION/APPROVED BUDGET) <div>_____</div> <p>CHIEF FACILITIES OFFICER</p> <div>_____</div> <p>CHANCELLOR</p> <p>MOA: ACCS Finance Division to initiate for the College.</p>	<div>_____</div> <p>CHIEF FACILITIES OFFICER</p>