



# FACILITIES DIVISION

**ACCS FORM: PR**

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

<b>ACCS ASSIGNED PROJECT NUMBER:</b>			
<b>CREATED DATE</b> (ESTIMATED COSTS, BEFORE BID):			<b>CREATED BY:</b>
<b>REVISION DATE</b> (BUDGETED COSTS, AFTER BID):			<b>REVISED BY:</b>
<b>CLOSE-OUT DATE</b> (ACTUAL COSTS, AFTER COMPLETION):			<b>PREPARED BY:</b>
<b>PROJECT POINT OF CONTACT:</b>			
<b>COLLEGE NAME:</b>			
<b>PROJECT NAME:</b>			
<b>COLLEGE CAMPUS:</b>			
<b>PROJECT LOCATION:</b>			
<b>PROJECT SCOPE:</b>			
<b>DESCRIPTION OF NEED:</b>			
<b>OPERATIONS AND MAINTENANCE ANNUAL COST INCREASE</b>			
<b>1.5%-3% OF CURRENT REPLACEMENT VALUE (CRV):</b>			
<b>ANNUAL FUNDING FOR UTILITIES</b> (AVERAGE IS ABOUT \$2.00/SQ FT) :			
<b>ANNUAL FUNDING FOR CUSTODIAL</b> (AVERAGE IS ABOUT \$2.65/SQ FT) :			
<b>ANNUAL FUNDING FOR MAINTENANCE</b> (AVERAGE IS ABOUT \$2.00/SQ FT) :			
<b>ANNUAL FUNDING FOR GROUNDS</b> (AVERAGE IS ABOUT \$0.35/SQ FT) :			
<b>OTHER (SPECIFY):</b>			
<b>TOTAL ANNUAL FUNDING INCREASE:</b>			
<b>COST ITEMS</b>		<b>ESTIMATED</b>	<b>BUDGETED</b>
<b>PROPERTY PURCHASE:</b>			
<b>ADDITIONAL SERVICES AND/OR SPECIAL SERVICES:</b>			
<b>DESIGN FEES:</b>			
<b>REIMBURSABLE EXPENSES (NTE AMOUNT):</b>			
<b>CONSTRUCTION CONTRACT:</b>			
<b>ENV. REMEDIATION:</b>			
<b>FF&amp;E:</b>			
<b>SECURITY/ACCESS CONTROL:</b>			
<b>TELECOM/AV:</b>			
<b>OTHER CONSULTANT FEES:</b>			
<b>OTHER CONSTRUCTION COSTS:</b>			
<b>CONTINGENCY</b> (10% OF CONSTRUCTION AND FF&E):			
<b>OTHER (SPECIFY):</b>			
<b>TOTAL PROJECT COST:</b>			

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	COLLEGE AUTHORIZATION	COLLEGE AUTHORIZATION
_____ REQUESTOR	_____ REQUESTOR	_____ REQUESTOR
_____ COLLEGE BUSINESS OFFICER	_____ COLLEGE BUSINESS OFFICER	_____ COLLEGE BUSINESS OFFICER
_____ COLLEGE PRESIDENT	_____ COLLEGE PRESIDENT	_____ COLLEGE PRESIDENT
<b>ACCS APPROVALS (DESIGN/BID)</b>	<b>ACCS APPROVALS (CONSTRUCTION/APPROVED BUDGET)</b>	<b>REGIONAL FACILITIES DIRECTOR</b> (Verify receipt of all closeout documents)
_____ CHIEF FACILITIES OFFICER	_____ CHIEF FACILITIES OFFICER	_____ <b>SYSTEM FACILITIES MANAGER</b> (Verify Project Log is updated)
_____ CHANCELLOR	_____ CHANCELLOR	_____ <b>ACCS CHIEF FACILITIES OFFICER</b>
<b>NOTE:</b> All design and bid expenses incurred for a project involving an MOA funding source will be eligible for reimbursement.	<b>MOA:</b> ACCS Finance Division to initiate for the College.	