

## Physical Plant Projects

1. Requestor submits a [Project Request Form](#).
2. Project Manager will review the request and/or meet with the requestor. Project scopes may be adjusted by Physical Plant to make sure all University standards and policies are adhered to (changes will be discussed with requestor). PM will then send requestor a follow up [Project Scope Form](#) to be signed by requestor and their supervisor.
3. Once a scope is approved and all necessary quotes are acquired, a [Project Estimate Form](#) must be signed by requestor, supervisor, and/or VP. Projects can not move forward until this form is completed and all funding for project is approved.
4. Before any projects can start execution, a [Preconstruction Agreement Form](#) must be signed by all parties to confirm project scope, schedule, and impacts to facilities.

*\*Any changes to a project after approval are recorded through a change order process. A change order may or may not involve additional funding approvals and may or may not affect the project's timeline.*

**Please submit all project forms to Michelle Turner Gilbert at [turnerm@apsu.edu](mailto:turnerm@apsu.edu) or call 931-221-7420 for any questions.**