

# PROJECT REQUEST FORM

AUSTIN PEAY STATE UNIVERSITY

University Design + Construction

UDC Use ONLY:

Project Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

## 1 GENERAL INFORMATION

Original Request

Revised Request

College/Department: \_\_\_\_\_

Project Client/Advocate: \_\_\_\_\_

Person Preparing Request: \_\_\_\_\_

Preparer's Phone: \_\_\_\_\_

Date \_\_\_\_\_

## 2 PROGRAM/PLANNING INFORMATION:

Location: \_\_\_\_\_

Floor(s): \_\_\_\_\_

Room(s): \_\_\_\_\_

Existing Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Existing Area (SF): \_\_\_\_\_

Proposed Area (SF): \_\_\_\_\_

Will Temporary Relocation Be Necessary?  Yes  No

Request Estimate Only:  Yes  No

Desired Completion/Occupancy Date: \_\_\_\_\_

## 3 PROJECT DESCRIPTION: (What is required and why is it required?) - Attach additional material/equipment requirements if necessary.

COMPLETE SECTIONS 4 & 5 ONLY WHEN ALLOCATING FUNDS FOR DESIGN OR CONSTRUCTION.

## 4 FUNDING SOURCE:

Do you have an estimated cost or budget?  Yes  No

What is your estimated cost or budget? \_\_\_\_\_

Source:  State

Dept (Local)

Other

Fund Number (if known) \_\_\_\_\_

## 5 APPROVALS :

Department Head:

Signature/Title \_\_\_\_\_

Date: \_\_\_\_\_

Other:

Signature/Title \_\_\_\_\_

Date: \_\_\_\_\_

V.P./Provost:

Signature/Title \_\_\_\_\_

Date: \_\_\_\_\_

## 6 SUBMIT PRINTED FORM TO: Yewelline King, [udc@apsu.edu](mailto:udc@apsu.edu), Ext. 6197

## **Project Request Form Instructions**

Please fill out **Section 1** with your College and Department information.

In **Section 2** fill out the building and location including the room number(s) where the project will be performed. Design + Construction can fill in the square foot area sections so you do not need to fill in these blanks. Please check if there is a need for temporary accommodation of any activities or occupants. Also mark if you are requesting an estimate and the desired completion date.

**Section 3** should include a description of the requested project. If you have any specific requirements for the space, such as number of seats or special equipment needs, they should be included in this description. Feel free to add additional pages if you cannot fit all of your information in the box. Also note if any of the rooms are centrally owned or are shared with other department(s) that may need to be consulted.

**Sections 4 & 5** are filled out only when you want to start design and construction on a project. DO NOT fill out these sections if you want an estimate and scope. Estimates and scopes are generally paid for out of a designated, non-departmental fund.

**Section 6** If you have any questions, please directly contact University Design + Construction

When UDC receives the completed Project Request Form it will be reviewed and a meeting will be scheduled to discuss the scope of work and to perform a site investigation. A Project Program of Requirements, budget estimate and an estimated schedule will be generated and sent to you for your acceptance.