

How To Complete A Project Request Form:

The originator should complete the following areas of the form:

1. **Requester/Point of Contact** is needed for correspondence that the WCC will send to the originator. This may include cost estimates and proposals, email correspondence, memos, requests for clarification, etc. to keep the user informed of the progress of their request.
2. **Step I Description of Project**
 - a. **Reason:** Check the box that best fits the reason for the renovation/upgrade/installation request. This will be used to categorize your work within existing commitments and priorities and enable Facilities to prioritize requests properly.
 - b. **Location of Project:** Please enter the building name, floor, and room in this space.
 - c. **Current Building/Room Assignment (Use):** Please check the use that most accurately fits the current (not proposed or future) use of the space in which the renovation/alteration/improvement or installation will take place.
 - d. **Description of Request.** Describe to the work that is required or changes needed in order to bring about the desired outcome. Describe any special circumstances or timing issues that may affect the project completion. Attach additional sheets as necessary for additional comments, sketches, etc.
 - e. **Justification or Reason for Request:** If applicable, provide rationale for requesting the addition/alteration/improvement or installation. Specify, if necessary, the impact to mission critical functions and responsibilities.
 - f. **Desired Completion Date:** Provide a completion date by which you would like to have this project completed. Project Requests should typically be submitted 6 months to 1 year in advance of need. While Facilities will endeavor to meet the desired completion date where possible, material and labor resources, as well as funding issues may affect estimated completion dates.
1. **Step II Approvals**
 - a. **Chairperson, Dean/Director, VP or Cabinet Level Official, and Chair, SARC (If Required).** All signatures are *concept approvals* only in Step II. These signatures are required. Project Request Forms submitted with incomplete signatures in this section will be returned to the requester.
1. **Step III Approvals**

Step III Approvals will be required upon completion of a job cost estimate by Facilities. The estimate will be returned to the requester for Step III Approvals and Fund Source information prior to scheduling an estimated completion date for the project.