

Kutztown University

Project Request Form (PRF)

Instructions

Purpose/Use: The PRF form is to be used to submit a request to Facilities Management to have a renovation or construction project completed. **Please DO NOT use this form to request maintenance/repair work.** Below are some guidelines/definitions to help you decide what should be submitted via a PRF.

The following types of work should be requested using a PRF:

Renovation- the total or partial upgrading of an existing facility or facility system to higher standards of quality or efficiency. Under certain conditions a renovation can also be classified as an improvement. Examples are: changes to a space so it can be used for its current purpose, installation of air conditioning where it did not exist, installation of grid ceilings to facilitate replacement of incandescent lighting with more efficient fluorescent lighting, etc.

Alteration- the changing of the internal arrangement or other physical characteristics of an existing facility or space so that it may be effectively used for its new designated purpose. Interior partitions can be arranged to provide a specific space for a certain function, or space can be converted to a different use by the installation of new equipment. For example, a classroom can be converted to a lab or a series of office suites, etc.

Improvement- the addition of quality features to existing space by upgrading mechanical or electrical systems or architectural finishes. Examples are: installation of card access, flooring replacement, painting requests beyond cyclical maintenance requirements, the addition of air conditioning, or installation of new or different lighting to create an aesthetic condition, etc.

Equipment Installation- The installation of equipment required by an academic or departmental program and not necessary for proper operation of the physical facility itself. Examples of this type of work are: AV equipment installations, fume hood installations, computer labs, meteorological equipment, photo lab equipment, specialized program air conditioning or ventilation requirements, or installation/maintenance of specialized athletic or other similar equipment, etc.

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Process: Requestor completes sections 1 -4 of the PRF paying particular attention to the following:

- Be as specific as possible when completing the description of work being requested.
- Project justification information and a fund code **MUST** be completed or the PRF will not be processed and will be returned to the requestor.

Requestor reviews the project with their Dean/Director and Cabinet Level Official to obtain their approval/signature (section 5).

Submission: Once completed, the PRF is submitted to the Facilities Work Control Center (WCC). The PRF will be reviewed at the next available Facilities Staff Meeting after which, the requestor will be advised as to its disposition.

Scheduling: At any given time, a project backlog of 6 to 18 months exists depending on the project priority, size, complexity and other factors. The University has Facilities Planning Board (FPB) that meets once a semester to review the backlog of approved projects that have been submitted and prioritizes them for completion based upon the project prioritization matrix.

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Project Prioritization Evaluation Matrix

	Factor Scoring and Criteria				
Prioritization Factor	5	4	3	2	1
Correlation to University Mission, Vision, Goals	The request is <i>quantifiably linked</i> to and directly supports the <i>successful accomplishment</i> of a Strategic Action Item .	The request is <i>quantifiably linked</i> to and directly supports the <i>successful accomplishment</i> of a Strategic Objective .	The request is <i>quantifiably linked</i> to and directly supports the <i>successful accomplishment</i> of a Strategic Goal .	The request is <i>quantifiably linked</i> to the successful completion of the University Mission, Vision, and Goals .	The request supports the University Mission, Vision, and Goals in a tangential or non-quantifiable way.
Mission Criticality/Impact	Project request scores in the top 20% (100 - 81%) of Divisionally prioritized projects.	Project request scores in the second 20% (80-61%) of Divisionally prioritized projects.	Project request scores in the third 20% (60-41%) of Divisionally prioritized projects.	Project request scores in the Fourth 20% (40-21%) of Divisionally prioritized projects.	Project request scores in the bottom 20% (20-0%) of Divisionally prioritized projects.
Return On Investment (Simple Payback)	$ROI \leq 1 \text{ Year}$	$1 \text{ Year} < ROI \leq 2 \text{ Years}$	$2 \text{ Years} < ROI \leq 3 \text{ Years}$	$ROI > 3 \text{ Years}$	Definitive ROI cannot be determined
University Facilities Master Plan	Included in Phase 1 of the University Facilities Master Plan	Included in Phase 2 of the University Facilities Master Plan	Included in Phase 3 of the University Facilities Master Plan	Included in Phase 4 of the University Facilities Master Plan	Not included in the University Facilities Master Plan
Code/Certification/Legal Impact	Presents a code violation. Required to maintain a certification or license. Required by law.	Presents an identifiable and extreme hazard or risk if not completed.	Presents a potential hazard or risk if not completed.	Presents no hazard or risk, but is needed to comply with current University policy.	No code, certification, or legal impacts if not completed.

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SECTION 1 – REQUESTOR CONTACT INFORMATION

Requestor Name: Phone:

Department/Office: Email:

SECTION 2 – PROJECT INFORMATION

Building: Room No./Location:

Description of work being requested (be as specific as possible):

SECTION 3 - PROJECT JUSTIFICATION

A. Correlation to University Mission, Vision, and Goals (complete ALL that apply):

- a. Directly and quantifiably Linked to Strategic Goal #:
- b. Directly and quantifiably Linked to Strategic Objective #:
- c. Directly and quantifiably Linked to Strategic Action Item #:
- d. Briefly describe how this project is quantifiably linked to the items indicated:

B. Mission Criticality/Impact:

Prior to the next scheduled Facilities Planning Board (FPB) meeting your Cabinet level official, or their designee, will be provided a current list of all submitted projects for their division that are funded, but are awaiting prioritization to be scheduled. They will be asked to rank these projects in priority order with #1 being the most important, #2 being the next most important, etc. This information will be used to assess mission criticality and impact.

C. Return on Investment (ROI)

Using a simple payback method (Total project cost/ Total new annual revenue generated), please indicate below the anticipated ROI for your project. For purposes of this calculation, total project costs include the construction costs, new personnel costs, new furniture, equipment, and new annual operating costs. Please attach a copy of all details and calculations used to determine the ROI.

ROI \leq 1 Year

1 Year < ROI \leq 2 Years

2 Years < ROI \leq 3 Years

ROI > 3 Years

Definitive ROI cannot be determined

D. Correlation to the University Facilities Master Plan

Included in Phase 1 of the University Facilities Master Plan

Included in Phase 2 of the University Facilities Master Plan

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Included in Phase 3 of the University Facilities Master Plan

Included in Phase 4 of the University Facilities Master Plan

Not included in the University Facilities Master Plan

Explanation:

E. Code/Certification/Legal Considerations

Please check any that apply and provide a brief explanation below.

Code violation; Required to maintain a certification/license; Required by law.

Presents an identifiable and extreme hazard or risk if not completed.

Presents a potential hazard or risk if not completed.

No hazard or risk, but needed to comply with University Policy

Explanation:

SECTION 4 – PROJECT FUNDING INFORMATION

If project funding information is not provided the PRF will be returned to you and will not be processed

Fund Code to be used to complete this project:

SECTION 5 – APPROVALS AND SIGNATURES

Requestor Name	Requestor Signature	Date
Dean/Director Name	Dean/Director Signature	Date
Cabinet Level Official Name	Cabinet Level Official Signature	Date

FACILITIES USE ONLY

Date Reviewed/Processed: _____