

Facilities Project Request

The Project Application [Request Form](#) is your tool to request:

- **RENOVATION** project of your existing educational or office space, including painting, moving walls, new data or electric outlets, and furniture relocation.
- **EXPANSION** for additional space requirements.

For routine maintenance items such as electrical, HVAC, plumbing, and furniture repairs contact the work order desk at ext. 5444 or e-mail facilitiesmgt@csc.edu.

Form Instructions

1. **Complete the top half of the form:** including the "Description of Request/Justification." Explain the details of the requested project. If more space is required for explanation, attach additional pages.
2. **Obtain Proper Approvals:** In the "Approved to Proceed with Cost Estimate" section of the form, approvals from Dean/Director and Vice President/Designee are required.
3. **Submit Completed Form:** e-mail to FACPlanning@csc.edu.
 - Within seven days of receiving the request in Facilities Planning, Design and Construction, a project manager will contact you to begin the planning and estimating process for your request.
4. Dean or Director receives project request form with budget estimate and scope of work explanation (business justification). The Dean/Director will then attain Vice President/Designee approval.
5. The Vice President or Designee presents the request to the College President for Approval.

For questions about this process, please contact Facilities Planning, Design & Construction at extension 3944 or e-mail FACPlanning@csc.edu.

FACILITIES PLANNING, DESIGN, & CONSTRUCTION PROJECT APPLICATION

Requester:

Phone:

Request Date:

Project Location/Building Name
(if not determined, type TBD):

Description of Request/Justification *(including special requirements, preferences, comments, headcounts, etc.)*

APPROVED TO PROCEED WITH COST ESTIMATE (REQUIRED):

Dean or Director

Date

Vice President or Designee

Date

Once approved please submit form to FACPlanning@csc.edu.

ASSIGNED FOR ESTIMATE:

Cost Estimate *(determined by FPDC):*

Director, FPDC

Date

APPROVED TO PROCEED WITH FUNDING REQUEST:

Account Number

Dean or Director

Date

Vice President or Designee

Date

APPROVED FOR PROJECT FUNDING: *(if applicable)*

Dr. David Harrison, President

Date

Send completed form to Facilities Planning, Design and Construction via e-mail to FACPlanning@csc.edu.

SUBMITTAL OF THIS FORM DOES NOT CONSTITUTE AN APPROVED PROJECT

*This form is not intended for routine maintenance items such as electrical, HVAC, plumbing and furniture repairs.
Please contact the Work Order Desk at ext. 5444 or e-mail facilitiesmgt@csc.edu concerning these issues.*

Revised
04/2021