

PROJECT INITIATION REQUEST

Please answer all of the questions on this form, attach additional pages as necessary, complete the approvals signature block, and email the entire packet to fopdc@uah.edu at the Department of Facilities & Operations.

PRIMARY CONTACT			
CONTACT NAME:		DEPARTMENT:	
TELEPHONE NUMBER:		EMAIL ADDRESS:	
CAMPUS ADDRESS:			

PROJECT & PROGRAM SUMMARY			
PROJECT TITLE:			
BUILDING NAME:		PROPOSED LOCATION:	
PROJECT TYPE (1):	<input type="checkbox"/> FURNITURE	<input type="checkbox"/> COSMETIC (PAINTING/CARPET)	<input type="checkbox"/> CONSTRUCTION / RENOVATION
REASON FOR REQUEST:	<input type="checkbox"/> COST ESTIMATE ONLY (2)	<input type="checkbox"/> DESIRE TO COMPLETE THE PROJECT AS REQUESTED	

FUNDING SOURCE			
ORG CODE (3):		ESTIMATED PROJECT COST:	
SOURCE OF FUNDS:		FUNDS AVAILABLE (3):	

APPROVALS		
Department Chair / Director's Name	Signature	Date
College Dean / Assistant Vice-President's Name	Signature	Date
Provost / Vice-President's Name	Signature	Date

- NOTES:**
1. Check all project types that apply.
 2. Cost estimates may take up to three months for large project requests.
 3. Please note, if funding source information is not provided, this request will be prioritized below all requests submitted with secured funding.

ANTICIPATED PROJECT SCHEDULES:

PROJECT TYPE	PROJECT REVIEW	PLANNING & DESIGN	CONSTRUCTION
Furniture	1 Month	1 Month	6-8 Weeks for Delivery
Cosmetic	1 Month	1-2 Months	1-2 Months
Construction / Renovation	1 Month	1-12 Months	2-24 Months

The ranges offered above include simple work, like subdividing a room with a new wall, up to building an entire new building. **Planning, design, and construction time frames are all functions of the size and complexity of the project.**

Please note, new projects must wait until current project schedules allow them to begin. After a request is approved and prioritized, it may take two to three months for the Planning, Design & Construction (PDC) Office to begin planning the new project. A PDC Project Manager will be assigned to the project and will contact the Primary Contact listed above.

Under Alabama law, the services of a registered architect are required on all buildings. No state official may waive this requirement. The state may not accept or approve any plans or specifications not prepared by a registered architect. The only exemptions to these rules are listed in Alabama Code section 34-2-32(b) and are rarely applicable at the University.

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PROJECT & PROGRAM DETAILED DESCRIPTION

1. Please explain why this project is necessary.

2. Please describe the requested project scope of work including everything you hope to accomplish with this project (*attach additional pages as necessary*).

3. What is the present use and/or primary function of the space?

4. What is the proposed use and/or primary function of the space?

5. Are there any work limitations or restrictions which might require overtime consideration (*i.e. current class schedules or research requirements*)?

6. Please comment if you have any additional information relative to the following (*attach additional files as required*).

a. Special architectural features required:

b. Special requirements for equipment or furniture:

c. Special plumbing requirements:

d. Special heating, ventilation & humidity requirements:

e. Special electrical requirements:

f. Special security, telecommunication, or audio/visual technology requirements:

7. What is the desired occupancy date, if approved and funded?