

## Renovation and Construction Project Request Form

### A. Department Information

The Department Liaison will represent the department for this project.

Department	
Liaison Name	
Liaison Telephone	
Liaison Email	
Date of Request	

### B. Project Summary

Type of Project	<input type="checkbox"/> Renovation of Existing Space <input type="checkbox"/> New Addition to Existing Facility <input type="checkbox"/> New Facility
Facility Name or Type of New Facility	
Room Number(s) or describe location; If new facility leave blank	
Is this space currently assigned to your department?	<input type="checkbox"/> Yes <input type="checkbox"/> No, this space is assigned to _____; Has the Space Management Committee reassigned this space to you? <input type="checkbox"/> Yes <input type="checkbox"/> Request has been submitted <input type="checkbox"/> No <input type="checkbox"/> New Facility
Current Occupancy	<input type="checkbox"/> Occupied Space, Will the occupants need to be relocated during the project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unoccupied Space <input type="checkbox"/> New Facility
Project Description	
Requested Project Dates	Start Date: _____ End Date: _____ Are there any time constraints, events, projects, or any other considerations that may affect the schedule or completion date of this project? <input type="checkbox"/> Yes, explain below <input type="checkbox"/> No
Does this project impact any space occupied by another department or departments during or after construction?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, you must contact the impacted department(s) before submitting this form. Provide the names of the individuals you have contacted:  Are they all in agreement with this project? <input type="checkbox"/> Yes <input type="checkbox"/> No

### C. Project Funding

Do you have funding for this project?	<input type="checkbox"/> Yes; Fund: _____ Organization: _____; Amount of funding available: \$ _____ <input type="checkbox"/> No
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Email this completed form to the Office of Construction at [acuconstruction@groupmail.acu.edu](mailto:acuconstruction@groupmail.acu.edu)