**Date Submitted:** Click here to enter a date.

**Date Needed (minimum 2 weeks):** Click here to enter a date.

**Requester Name/Department:**  Click here to enter text.

**Project Name/Location on campus (Building/Room):** Click here to enter text.

**Current Use of the project space:** Click here to enter text.

**Proposed Start/Completion Dates:** Start after: Click here to enter a date. Complete by: Click here to enter a date.

**Project Objective (end goal of the project):** Click here to enter text.

**Proposed Project Funding – check one.** (See [Funding Sources](https://www.whitworth.edu/cms/administration/facilities-services/funding-sources/) descriptions on our website for more information.)

Department (up to $2,000 per year)

University Improvement Fund, Academic Improvement Fund, or Student Life Improvement Fund (needs area VP Finance approval)

Grant or Gift Click here to enter text.

Stewardship or Repair and Replacement (needs Facilities Services Director approval) Click here to enter text.

**Has funding been approved?** Choose Yes or No.

**If YES, amount:** Click here to enter text. **and account number:** Click here to enter text.

**Scope of Work - check all that apply and describe project requirements.**

Cosmetic work (painting, flooring, etc.) Click here to enter text.

Structural changes (walls moving, new doors/windows, etc.) Click here to enter text.

Network/AV changes (workstations, audio-visual equipment) Click here to enter text.

Lighting or electrical changes Click here to enter text.

Plumbing or HVAC changes (heating, cooling, plumbing fixtures) Click here to enter text.

Furniture (new/relocated) Click here to enter text.

Other (design, abatement, specialty equipment) Click here to enter text.

**Identify Project Approvers**

**Department Head or Department Designee:** Click here to enter text.

**Approval Authority (VP or equivalent or President approving the project:** Choose from list

**List project stakeholders/department staff involved in project development:**

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.
4. Click here to enter text.
5. Click here to enter text.

**Steps for Routing a Project Request Form: (see** [**Project Approval Process**](https://www.whitworth.edu/cms/media/whitworth/documents/administration/facilities-services/project-approval-process.pdf) **diagram)**

1. Coordinate project proposal with your department leadership
2. Identify likely funding source
3. Email project request form to Facilities Services Admin [FSadmin@whitworth.edu](mailto:FSadmin@whitworth.edu). Include floor plans, sketches, supporting documentation of project, etc. as attachments to the e-mail.
4. FS will provide an initial estimate based on the request and submit back to the requester.
5. If the project is viable the requester should submit the form with estimate to the Area VP for approval.
6. Area VP will provide approved project requests to the VP of Finance and Administration for consideration by cabinet for funding.

Exclusions & Notes

* Unless otherwise noted, estimate numbers provided will be based upon research and historical projects.
* Unless otherwise noted, estimate numbers will not include cost escalation.
* Estimates will include WA state sales tax and a 10% contingency.
* Project approval will need to be authorized prior to a more detailed cost estimate being created.

*facilities services use only*

**Facilities Services Estimate: $**Click here to enter text. **Date:** Click here to enter a date.