

Project Request Form

PART I

Date:

Initiated by:

Phone Number (Ext.):

SWC Email

Approving) :

Location:

Approving Vh:

(Building

Project Request Type:

Number/Area):

Project Description:

Preferred Completion Date:

Funding (GL Code):

Allocated Budget:

Guidelines

1. This form is for “project” requests, not maintenance work orders. A “project” is described as a modification, addition, enhancement to an existing space. Requests for repairs and/or other routine maintenance should be submitted via ServiceNow Facilities Requests.
2. The size and complexity of projects requested will determine the time necessary to complete. For instance, a relatively small floor replacement project under \$15,000 may be completed in a relatively short amount of time. Projects that require a design effort and public bidding may take at a **a]b]a i a cZ('a cbhg** necessary to complete the procurement process. Please plan accordingly.
3. Projects may move forward once the project scope, schedule and budget information is established and all required approvals have been obtained.

(To be completed by Facilities Staff)

PART II

Facilities Construction Mgr.:

Project No.

Scheduled Start Date:

Estimated Costs:

Scheduled Completion:

Notes:

Funding Source:

SCAN/EMAIL COMPLETED FORM TO:

ejohnson3@swccd.edu

Vice President of Business & Financial Affairs