I. Contact Information

Name of Requester: 
Department: 
Campus Phone #: Email: Date: 
Budget Code for Estimate: (Needed if specialized consultants are required to complete estimate)

A. Type & Size of Project

Anticipated Total Project Cost (Capital Project Policies Apply > $750k) 
☐ Greater than $750k ☐ Less than $750k

☐ New building ☐ Building Addition ☐ Renovation ☐ Exterior Site work - Landscape Plaza/Play field/Pens etc.

Project Location: Do you have a target budget? (If target is known please provide)

B. Desired Project Scope (Attach separate sheet if needed - please include desired timeline if known)

II. Facilities Estimate - Opinion of Cost & Scope

Total Project $: 
Estimated Project Delivery Time: (Design, Bid, Build + Approvals)

PM Notes - Opinion of Cost & Scope Clarifications:

PM Dept. Completion Confirmation (Initials)

Completed by: Phone #: Code and Environmental notes:

☑ Environmental Hazards Survey Conducted

☐ Yes ☐ No Abatement Required

☐ Initial IBC & Fire Code Assessment Conducted

☐ Yes ☐ No Potential Code Updates Required

III. Estimate Acceptance - Request to Proceed with Project Program/Design

Requester: Date: 
Dept Head or Dean: Date: 
Budget Code for Project: 

☐ Project is Consistent with 2025 Vision for Department or Unit

☐ Project is Consistent with Campus Master Plan

☐ Project shall be presented to CPAC

☐ Project shall be presented to FSCUP

☐ Project shall be added to 5yr Capital List

AV P Facilities & University Architect Confirmation (Initials)

☐ Project Requires OFPM Design & Contractor Selection

☐ Project may utilize on call design & contracting

Note: Significant projects over $750k shall be summarized and presented to the President’s Cabinet