

FACILITY PROJECT REQUEST FORM

Please check all materials and/or equipment that might apply and give description if known.

Demolition – Describe all fixtures and parts of the building that will need to be removed (i.e. walls, mechanical, electrical, plumbing systems, doors, flooring, cabinets, etc.)

Rehabilitation/Construction– Describe all construction work and attach floor plan as required.

Equipment and Furnishings – Describe all furnishings and equipment requested as part of this project. Please cut sheets of equipment if known.

*Although not required any additional information in support such as cost estimates, floor plans, outside reports, etc. should be submitted with this form. Existing Building floor plans available here:
<https://sharepoint.buffalostate.edu/Offices/Facilities/SitePages/Home.aspx>*

APPROVALS are for the project at the described scope only. Final approvals for project execution will be made after evaluation of scope is made by Facilities. The priority of the project will then be evaluated by the Capital Development Board against all other programmatic projects and funding. Projects with funding could have a better chance of being a higher priority.

Chair/Supervisor of Department:

Type Name Here

Date

Signature

Dean/ VP/ Athletic Director: *(Signature is for support of the scope, not authorization to proceed to design/construction)*

Type Name Here

Date

Signature