

**Pacific University**  
**Project/Construction Request Form**

**Requester Please Fill Out This Section:**

\_\_\_\_Renovation/Alteration \_\_\_\_New Construction \_\_\_\_ In House (Facilities) \_\_\_\_Contracted \_\_\_\_Other

Change Order # \_\_\_\_\_

Date: \_\_\_\_\_ Desired Date of Completion: \_\_\_\_\_

Building: \_\_\_\_\_ Room # or Location: \_\_\_\_\_

Contact Name(s) \_\_\_\_\_ Ext. # \_\_\_\_\_

**Please attach drawing or detailed explanation of what needs to be done: (Ex. carpet, paint build wall).**

**Facilities Review:**

Project Estimate: \$ \_\_\_\_\_ Projected Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_

UIS Review/Estimate: if Needed \$ \_\_\_\_\_ Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

**Please attach drawing or detailed of bids for Estimate:**

**Project Acceptance:**

Requester: \_\_\_\_\_ Budget: \_\_\_\_\_  
Signature Date Signature Date

Account #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Additional Budget: \_\_\_\_\_  
Signature Date

Account # : \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Mandatory Departments Notified Please Initial:**

Facilities Management \_\_\_\_\_ Health and Safety \_\_\_\_\_ Business Office \_\_\_\_\_ Budget Office \_\_\_\_\_

New Buildings purchased or leased the office of VP for Finance contacted to add insurance \_\_\_\_\_

**Facilities and Business Office Use Only:**

Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Coordinator / Manager: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ \$ PO: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ \$ PO: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ \$ PO: \_\_\_\_\_ Phone: \_\_\_\_\_

**Is a Permit required?** City: \_\_\_\_\_ County: \_\_\_\_\_ Permit Numbers: \_\_\_\_\_

**Completed Copies To The Following:**

Original to Contact Person \_\_\_\_\_ Facilities Management \_\_\_\_\_ Facilities Engineering \_\_\_\_\_ HR \_\_\_\_\_

Manager/ Dean of Requesting Department \_\_\_\_\_ Property & Auxillary Services \_\_\_\_\_ UIS \_\_\_\_\_ CPS \_\_\_\_\_

Scheduling Coordinator \_\_\_\_\_ Accounts Payable \_\_\_\_\_ Budget Office \_\_\_\_\_ Purchasing \_\_\_\_\_

Conference & Events \_\_\_\_\_ Custodial \_\_\_\_\_