Req # (Internal) _____

PROJECT REQUEST FORM

The purpose of this form is to collect preliminary project information. Once the Project Request is received, a Project Manager or Space Planner will be assigned to your project and will meet with you to develop a detailed scope of work.

This form is not for routine maintenance or repairs. Please click here for the Work Order Form.

Campus: _____ Unit/Dept: _____

Building: _____ Room No./Loc: _____

PROJECT TYPE: *(Check all items that apply)*

☐ Renovation of Existing Space   ☐ Changing Use of Space   ☐ Allocation of New Space
☐ Optimization of Space   ☐ Divestiture of Space   ☐ Lease/Sublet Space
☐ Project Planning/Space Programming ☐ Site Analysis

PROJECT SCOPE:

Provide a brief description of your project request:

_____
_____
_____
_____

☐ Space Renovations   *(Finish Changes, Cabinets, Painting, Accommodating New Equipment)*
☐ Floor Plan Alterations   *(Door/Exit Changes; Modifying, Removing, or Adding Walls)*
☐ Structural Changes   *(Adding Large Openings, Compact Storage, or Heavy Equipment)*
☐ Mechanical Changes   *(Plumbing, Ventilation or Equipment, Connections, Mech Rooms)*
☐ Electrical Changes   *(Lighting, Power, Fire Alarm or Equipment; New or Connections)*
☐ Voice/Data Terminals   *(Network Connections for Telephones, Computers, or Equipment)*
☐ Audio Visual Equipment   *(Classroom Technology, Screens, Projectors, Flatscreens)*
☐ New Furnishings   *(Furniture, Window Coverings)*
☐ Interior/Exterior Signage *(Classrooms, Wayfinding)*

FUNDING SOURCE:

Do you have funding available for renovations?   ☐ Yes   ☐ No

Is this request to be funded with research grants? (If yes, check all items that apply) ☐ Yes   ☐ No

☐ CFI Funded in Whole or in Part   ☐ RSF Funded in Whole or in Part   ☐ Other

AUTHORIZATION:

Project Contact: _____ Phone/Email: _____

Signing Authority: _____ Signature: _____

* Signing authorities are University of Manitoba Deans and senior executives.

**ATTENTION – *Completed/Signed Project Request Forms to be sent via email to projreq@umanitoba.ca*