# PROJECT REQUEST FORM

**UNIVERSITY OF CINCINNATI**  
Division of Administration and Finance

**For Division of Administration and Finance Use ONLY:**  
Project Number:  
Date Assigned:  
By:  

## 1. GENERAL INFORMATION

- [ ] Original Request  
- [ ] Revised Request

<table>
<thead>
<tr>
<th>College/Department:</th>
<th>Person Preparing Request:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Client/Advocate:</td>
<td>Preparer's Phone:</td>
</tr>
<tr>
<td></td>
<td>Preparer's Mail Location:</td>
</tr>
</tbody>
</table>

| Date |

## 2. PROGRAM/PLANNING INFORMATION:

<table>
<thead>
<tr>
<th>Building/Location:</th>
<th>Floor(s):</th>
<th>Room(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing Use:</td>
<td>Proposed Use:</td>
<td></td>
</tr>
<tr>
<td>Existing Area (SF):</td>
<td>Proposed Area (SF):</td>
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<tr>
<td>Will Temporary Relocation Be Necessary?</td>
<td>Yes  No</td>
<td>Request Estimate Only: Yes  No</td>
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<tr>
<td>Desired Completion/Occupancy Date:</td>
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## 3. PROJECT DESCRIPTION: (What is required and why is it required?) - Attach additional material/equipment requirements if necessary.

## 4. MATERIAL/USE INFORMATION: (If applicable for existing or proposed space). List known requirements or hazards (Biological, Chemical, Radiation, ADA, OSHA, IH&S, Ucit, or other). Attach additional material/equipment information if necessary.

## 5. FUNDING SOURCE:

- Do you have an estimated cost or budget?  
- Yes  No  
- What is your estimated cost or budget:  
- Source:  
- [ ] State  
- [ ] Dept (Local)  
- [ ] RMI  
- [ ] Other  
- Which items in #4 are included in the estimate?  
- Fund Name (if known):  
- Fund Number (if known):  
- Are temporary relocation costs included in the estimate?  
- Yes  No

## 6. APPROVALS:

- Business Manager:  
- Signature/Title  
- Print Name  
- Date:  

- Department Head:  
- Signature/Title  
- Print Name  
- Date:  

- Other:  
- Signature/Title  
- Print Name  
- Date:  

- V.P/Provost:  
- Signature/Title  
- Print Name  
- Date:  

## 7. SUBMIT COMPLETED FORM TO: OrVetta Brantley, Planning+Design+Construction, ML 0186  
For further questions regarding completion of this form please call 556-5200

<table>
<thead>
<tr>
<th>For Division of Administration and Finance Use ONLY:</th>
<th>Capital</th>
<th>Renovation</th>
<th>EGD</th>
<th>Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title:</td>
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<tr>
<td>Asset/Bldg Name:</td>
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</tr>
<tr>
<td>Dept. Assigned:</td>
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<tr>
<td>Assigned To:</td>
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Project Request Form Instructions

Please fill out Section 1 with your College and Department information.

In Section 2 fill out the Building and Location including the room number(s) where the project will be performed. Planning+Design+Construction can fill in the square foot area sections so you do not need to fill in these blanks. Please do check if there is a need for temporary accommodation of any activities or occupants. Also mark if you are requesting an estimate and the desired completion date.

Section 3 should include a description of the requested project. If you have any specific requirements for the space, such as number of seats or special equipment needs, they should be included in this description. Feel free to add additional pages if you cannot fit all of your information in the box. Also note if any of the rooms are centrally owned or are shared with other department(s) that may need to be consulted.

Section 4 can be filled out by Planning+Design+Construction unless you are aware of any specific hazardous materials. Any hazardous laboratory chemicals should be listed here.

For now you can ignore Section 5 as there will be no need for funds at this point.

Have the Department Head and Business Manager sign the form authorizing the project in Section 6.

Section 7 will be filled out by Planning+Design+Construction.

When PDC receives the completed Project Request Form it will be assigned to an Architect from Renovations or a Planner from Planning depending on the scope of the work. The request will also be sent to Capital Finance to be assigned a project number for tracking purposes. You will be notified by email of the project number and the staff assignment. The assigned person will contact you to discuss the scope of work and to perform a site investigation of the proposed area. Then a Project Program of Requirements which includes a budget estimate and a proposed schedule will be generated and sent to you for your acceptance.

There is NO charge for any of the services outlined above. PDC Renovations, however, is a service unit of the University and thus responsible for generating enough income through project fees to cover the expenses of our department. You will see when you review the proposed project budget that there is a line for the fees that Renovations will charge for the work of developing all necessary construction documents, obtaining building permits and competitive bids, and overseeing the construction of your project. If you elect to proceed with the project you will need to obtain the necessary approval signatures and will be asked to provide funding for the amount indicated on the project estimate.