



# Project Request Form

(Please Complete All of Section I)

Facilities Engineering and Development

Department of Facilities Management

This form is to be used to request capital construction or furniture requiring the use of external contractors in accordance with the Public Procurement Act. Maintenance or operational work should be requested via FM - Work Control Telephone: 864-7600 or email: facman@mun.ca

Form must be fully completed and authorized before sending, to avoid delays. (Do not copy)

## Section I: CLIENT SECTION - To Be Completed By The Requestor Project #

Contact Name:		Phone No.:	
Email:		Fax No.:	
Requestor's Name:		Phone No.:	
Email:		Fax No.:	
Faculty/Department:		FOAPAL No.:	

Building Name/Area of Work Required:	Room (s)

**Detailed Description of Work Required:** (describe the scope of work, including architectural, electrical, communications, heating/cooling, space or moving works. Include any sketches, plans or product data.)

**Reason For Work Requested:**

Check if this is a CFI or other agency funded request. Note deadlines below.

Note: Costs for estimates are recoverable from the requestor regardless of whether funding approval is granted.

Proposed Start Date:		Proposed Completion Date:	
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**Rationale For Date:**

<p><b>Proceed Without Estimate:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <span style="font-size: 2em;">→</span></p> <p><i>Must be completed</i></p> <p>Signature of Requestor: <input style="width: 100%;" type="text"/></p> <p>Departmental Authorization: <input style="width: 100%;" type="text"/></p> <p>Name (Please Print): <input style="width: 100%;" type="text"/></p> <p>Date: <input style="width: 100%;" type="text"/></p>	<p><b>Indicate Type (Required)</b></p> <p><b>Budgetary</b> <input type="checkbox"/> (+25%/-15%) (Class C)  <small>These are unit costs based on areas of work and do not have elemental breakdowns of items.</small></p> <p><b>Detailed:</b> <input type="checkbox"/> (+20%/-10%) (Class B)  <small>These estimates involve development of preliminary drawings and construction elements, quantities and unit costs. A detailed estimate may significantly increase time and cost required to complete the estimate.</small></p>
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## Section II: FACILITIES MANAGEMENT (Internal) - To Be Completed By Facilities Management

Date Received:	<input type="checkbox"/> Scanned To File	Assigned To:	Date:
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Return to

Facilities Engineering and Development

email: prf@mun.ca