

Departmentally Funded FF&E Project Request Form

STEP 1: PROJECT DESCRIPTION & REQUEST: (to be filled out by requesting Department)

Building / Facility: _____ Room(s): _____

Project Title: _____

- Proposed Work Scope: Office Furniture / Equipment Seating, Lounge Furniture, or Similar
- Please identify all items that are requested by the proposed project. Check all that apply:* Classroom Furniture / Equipment Accessibility / ADA Corrections
- Wall Finishes (Paint, Wallcovering, Trim, etc.) Relocation / Moving Services
- Flooring (Carpet, Tile, etc.) Signage (New or Modifications)
- Window Treatments (Blinds, Shades, Film, etc.) Other: _____

Project Description: _____
Please provide a complete description of design services requested & itemized list of furniture or equipment, etc. Please attach pages & drawings as necessary.

Requested Completion Date: _____ Reason for Requested Completion Date: _____
 (Attach additional sheets if necessary)

Project Request Approval (Required for Project Consideration):

Requesting Department / Division: _____ Acct. # for Funding of Project - Please supply **Fund / Org / Program**: _____

\$ _____ Checking this box indicates authorization for the Physical Plant to prepare and submit requisition(s) to Purchasing on the Dept. Account # without additional approval in order to complete this project (*not required but expedites work*)

Project Champion Request:

Person who will be Departmental Daily Contact for Project

Departmental Approval of Project Request:

Signatory on Departmental Account (Must be Department Head, Director level or above)

Requestor/Champions Name (Type or Print Legibly) _____ Approvers Name (Type or Print Legibly) _____

Requestor/Champions Signature _____ Date _____ Approvers Signature _____ Date _____

Email Address Telephone _____ Email Address Telephone _____

(Department to forward to the Facilities Planning and Construction Dept. at the Physical Plant, 875 Ann St. 734-487-4196)

**STEP 2: ROM ESTIMATE ESTABLISHED:
(Blue area to be filled out by Physical Plant)**

**STEP 3: PROJECT APPROVAL TO PROCEED
(Green area to be filled out by Department)**

<p>Physical Plant FPC Project #: DFP-_____</p> <p>Comments:</p> <p>ROM Project Start Date:</p> <p>ROM Cost Estimate: \$ _____</p> <p>Plant Estimator:</p>	<p>Departmental Approval to Proceed:</p> <p>Comments:</p> <p>Approval Date:</p> <p>Approvers Name:</p> <p>Approvers Signature:</p>
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INSTRUCTIONS / GUIDELINES for the DEPARTMENTALLY FUNDED FF&E PROJECT REQUEST FORM

Step 1: *This Section shall be completed by the Project Champion and approved by the Department. (White Section)*

- Identify the Project by Name, Location, and Proposed Scope of Work.
- Check the boxes identifying the proposed work scope.
- Prepare a Project Description and include all associated drawings, sketches, quotes, or similar supporting the proposed work scope.
- Identify the proposed timeline the Department/Division would like to see the project completed within.
- Identify the Department account, appropriate account number, and available funding.
 - Check the box authorizing the Physical Plant to prepare and submit requisitions to Purchasing in support of the project. *This is not required*, however will expedite the work. Failure to check this box will require the Department to prepare and sign each resulting project requisition for PO.
- Identify the Project Champion, and acquire Departmental approval signatures.
 - Approval is required of the account signatory (generally the Department Head, Dean, or Director).

Step 2: *This Section shall be completed by Facilities Planning and Construction. (Blue Section)*

- Work shall be reviewed in a first-come, first-served basis and placed in a project queue. A FPC project number will be assigned.
- Once the project is at the top of the queue, a Rough Order of Magnitude Estimate will be completed by the FPC Staff / Estimator.
- The ROM Estimate will be submitted to the Project Champion along with the project request form.

Step 3: *This Section shall be completed by the requesting Department. (Green Section)*

- Requesting Department shall review the ROM Estimate.
 - If the Department wishes to proceed, they shall complete the authorization section. Signature shall be by the account signatory (generally the Department Head, Dean, or Director).
- Return the completed Form to the Facilities Planning.
 - Work shall be reviewed in a first-come, first-served basis and placed in a project queue. A FPC project manager will be assigned.
- Once the project is at the top of the queue, the work shall commence. Requisitions will either be prepared by the department or the FPC project manager (depending on option selected on the form).

This process is for Furniture, Fixtures, Equipment, and Design Services only and not intended for custodial, general care, maintenance or operational purposes. Furthermore, this process is not for Capital Project Requests. For inquiries regarding this form or process, please contact the Facilities Planning and Construction Department at the Physical Plant (734) 487 – 4196.