



EASTERN MICHIGAN UNIVERSITY

ACADEMIC AFFAIRS, OFFICE OF ACADEMIC ADMINISTRATIVE SERVICES

FACILITIES PLANNING & CONSTRUCTION

Project Title

Description / Scope

Department Goals / Objectives / Mission

University Goals / Objectives / Mission

Desired Sites / Buildings / Rooms / Areas

Classrooms / Offices / Conference Rooms / Work Rooms / Reception / Storage / Filing / Library

Kitchens / Vending / Lounge / Restrooms

Equipment Rooms / Mechanical Rooms / Electrical Rooms / Custodial Rooms

Dates Needed By / For How Long

Budget

*site
structure
architecture
mechanical
electrical
furniture
equipment
documents
fees
moving*

Project Participants

Name / Title / Phone / Fax / Email

Department Head

Dean

Assistant Vice President

Funding Sources / Approvals

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