REQUEST FOR REMODELING PROJECTS

As instructed by the UW-Madison Schools and Colleges, effective July 1999, all requests for remodeling from the Physical Plant will require prior approval from the Deans' office. Therefore, please fill out the top section of this form, outlining your remodeling request and forward it to your Dean's office for approval and submittal to the Physical Plant Project Administration Center (PAC) for assessment and feasibility. The Physical Plant will not be able to process requests for remodeling unless received through the Dean's office using this form and procedure.

1) This section to be completed by the department requesting remodeling and forwarded to the Dean’s Office

Project Information: Building: ________________ Request Date: _____/_____/_______
College/Unit: _______________________________ Contact Person: ________________________
Requested By: ______________________________ Contact Office/Room: _______________
Department: _______________________________ Contact Telephone: ______________________

Project Description: (briefly describe work being requested, any fixed and movable equipment, etc.)
➢ Location of work: __________________________________________________________________
➢ Nature of work:____________________________________________________________
                                                                 _____________________________________________________________________
                                                                 _____________________________________________________________________
                                                                 _____________________________________________________________________

Justification/Explanation: (reasons and factors that make the project necessary)
➢ ____________________________________________________________________________
                                                                 _____________________________________________________________________
                                                                 _____________________________________________________________________

Special Requirements: (timing, scheduling, completion date, funding restrictions, etc.)
➢ ____________________________________________________________________________

Funding Source(s): ______________________________ Available Funds: $ __________
Chair/Director Approval: ______________________________ Approval Date: ____/____/____

II) This section to be completed by the Dean’s Office and forwarded to the Project Administration Center

Request Received in the Dean’s Office: ____/____/____

Action Requested From PAC (please check one):
□ Prepare a general scope and definition of the proposed project. Include preliminary impressions of feasibility, budget costs range, timing constraints, and any other information useful to the Dean’s Office.
□ Provide full project assessment including architectural and engineering analysis and preliminary cost assessment.
□ No preliminary cost assessment is necessary. Please analyze the project for feasibility and follow up with design documents for approval.

Project Priority:  □ high  □ normal  Action Needed By: ____/____/____

Return The Information To: ______________________________ Telephone: ________________
Dean’s Office Approval: ______________________________ Approval Date: ____/____/____