

PROJECT SCOPE

DATE: _____

Physical Plant

PROJECT BUILDING/AREA: _____

ROOM/AREA: _____

REQUESTOR: _____

PHONE: _____

DEPARTMENT: _____

EMAIL: _____

PROJECT SCOPE FOLLOW UP:

Per discussion with [insert name] on [insert date], the Physical Plant is providing the following scope of work for this project:

	PRINTED NAME	SIGNATURE	DATE
Requestor			
Dean/Vice President			

**Signature gives approval for Physical Plant to begin gathering cost estimates and proposals.*