

--Please see instructions on back--

PROJECT REQUEST FORM AUSTIN PEAY STATE UNIVERSITY Capital Planning, Design + Construction	Capital Planning Design + Construction Use Project Number: _____ Date Received: _____
1 GENERAL INFORMATION:	
Does this request change the use or sub-divide the space? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Original Request <input type="checkbox"/> Revised Request	
College/Department: _____	
Project Client/Advocate: _____ Person Preparing Request: _____	
Preparer's Phone: _____ Date: _____	
2 PROGRAM/PLANNING INFORMATION:	
Location: _____ Floor(s): _____ Room(s): _____	
Existing Use: _____ Proposed Use: _____	
Existing Area (SF): _____ Proposed Area (SF): _____	
Will Temporary Relocation Be Necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No Request Estimate Only: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Desired Completion/Occupancy Date: _____	
3 PROJECT DESCRIPTION: (What is required and why is it required?) - Attach additional material/equipment requirements if necessary.	
COMPLETE SECTION 4 ONLY WHEN ALLOCATING FUNDS FOR DESIGN, CONSTRUCTION OR SCOPING.	
4 FUNDING SOURCE:	
Do you have an estimated cost or budget? <input type="checkbox"/> Yes <input type="checkbox"/> No What is your estimated cost or budget? _____	
Source: <input type="checkbox"/> State <input type="checkbox"/> Dept (Local) <input type="checkbox"/> Other	
Fund Number (if known) _____	
5 APPROVALS :	
Department Head: _____ Signature/Title _____ Date: _____	
Other: _____ Signature/Title _____ Date: _____	
V.P/Provost: _____ Signature/Title _____ Date: _____	
6 SUBMIT COMPLETED FORM TO: Holly Poindexter, udc@apsu.edu, Ext. 6197	

PLAN AHEAD!

Explanation of Thresholds and Timelines

- Projects with construction estimated to cost **over \$50,000** may need a designer. Projects utilizing a designer will be administered by Capital Planning, Design and Construction.
- New structures (things with a foundation) with a construction estimated to cost **over \$100,000** will need to be approved by the State Building Commission, and adds 2-3 months.
- Maintenance projects estimated to cost **under \$250,000** with single trades (example: carpentry or electrical only) may be able to be completed by the Physical Plant without a designer. Projects with multiple trades will likely need a designer and will be completed by Capital Planning Design and Construction.
- Projects estimated to cost **over \$100,000** need to be approved by the State Architect's Office. Typically, approval adds 30 - 45 days to the project timeline.
- Projects estimated to cost **over \$1,000,000, new construction or changing the use of a building** need to be approved by the APSU Board, and the State Building Commission, typically, adding 3-6 months to the project timeline.
- Projects estimated to cost **over \$10,000,000** need to be approved by the Tennessee Higher Education Commission, typically adding 4-8 months to the project timeline.

Project Request Form Instructions

Fill out **Section 1** with your college and department information. Any changes to the space, such as converting an office into a break room, or sub-dividing a lab or conference room into an office, needs to be submitted to the Space Allocation Committee. Submit the approved SAC form with this request as a separate attachment.

In **Section 2**, fill out the building and location, including the room number(s) where the project will be performed. Capital Planning can fill in the square foot area sections, so you can leave these blank. Indicate if there is a need for temporary accommodation of any activities or occupants. Also, mark if you are requesting an estimate and the desired completion date.

In **Section 3** include a description of the requested project. If you have any specific requirements for the space, such as number of seats or special equipment needs, they should be included in this description. Add additional pages if you cannot fit all of your information in the box. Also, note if any of the rooms are centrally owned or are shared with other department(s) that may need to be consulted.

Section 4 is filled out only when you want to start design and construction on a project. DO NOT fill out this section if you only want an estimate and scope.

FOR AUXILIARIES AND PROJECTS PAID FOR BY PRIVATE GIFTS ONLY: your office will be responsible for funding the scoping and estimating costs, and you should therefore provide a funding source with the request form.

Section 5 is filled out for each submittal. Route it through your direct supervisor for a signature.

Section 6 If you have any questions, please directly contact Capital Planning, Design and Construction.

The completed Project Request Form will be reviewed, and a meeting will be scheduled to discuss the scope of work and to perform a site investigation. A Project Program of Requirements, budget estimate and an estimated schedule will be generated and sent to you for your review.