

Facilities Improvement Project Request Form

Requesting Individual & Department: _____ Dept: _____

Supervising Cabinet Member: _____

Project Name: _____ Purpose: _____

Projected Scope of Proposed Project (e.g. renovation of existing space, new construction, creation of new space, space studies, etc.). If any part of the proposed project is a renovation of existing space that changes space (room size, configuration, and/or room type, please describe: (a) Spaces impacted; (b) Nature of the proposed changes; and (c) Dept. or Office affected by proposed changes.

Project Identified in Master Plan? _____ Yes _____ No _____ Not Sure Master Plan Page: _____

If "No", Discuss Special Urgency in Initiating this Project: _____

Is there a contractor, vendor, or other in-house or outside expert that the requesting employee is suggesting be utilized in analyzing, designing or otherwise carrying out the proposed project? If "Yes", please identify and certify any existing relationship between the requestor and the outside person.

Is this contractor, vendor, or other in-house or outside expert one already approved by the College and working with the Maintenance Department on other Daemen projects? _____ Yes _____ No _____ Unsure

Project: _____

How is the new project consistent with the College's Mission and Strategic Plan? _____

What will be the projected benefit of the project to the students/faculty/staff at Daemen?

Other comments regarding the benefit of this project to the College. _____

SIGNATURES:

Signature of Cabinet Member Approving Project

Date Approved

Date Not Approved

Signature of President of the College (if requested by staff
working under the jurisdiction of the President)

Date