



DAEMEN

# 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**