

**EDUCATIONAL and GENERAL CAPITAL REQUEST FORM**  
**Fiscal Year 2012/2013**

Department Requesting Work: \_\_\_\_\_

Priority of:  
Department: \_\_\_\_\_  
Dean or Asst/Assoc Vice President: \_\_\_\_\_  
Vice president: \_\_\_\_\_

Scope of Remodeling: (project work required): Attach supplemental information if necessary.

Justification of Need: (new or expanding "program" requirements, etc.):

Strategic Planning Priority: Goal No.: \_\_\_\_\_ Priority: \_\_\_\_\_

**Background Data:**

a. Was a "*Construction Project Request*" form previously completed through Step No. 9?

YES or  NO (Check One)

b. Building Name: \_\_\_\_\_

Building Number: \_\_\_\_\_

Room Number: \_\_\_\_\_

**Space Classification (Check one):**

Existing Use: Classroom, Office, Conference Room, Lab/Research, Medical, Support function

Identify if another existing classification: \_\_\_\_\_

Proposed Use: Classroom, Office, Conference Room, Lab/Research, Medical, Support function

Identify if another existing classification: \_\_\_\_\_

c. Existing Space Net Assignable Square Feet (S.F.): \_\_\_\_\_ NASF

d. Proposed Space net Assignable S.F. after remodeling; \_\_\_\_\_ NASF

Desired project Completion Date: \_\_\_\_\_

Available Funding (Amount & Source): \_\_\_\_\_

Chair/Director Signature \_\_\_\_\_

Date: \_\_\_\_\_

Dean, or Asst/Assoc Vice President Signature \_\_\_\_\_

Date: \_\_\_\_\_

Vice President Signature \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Maint. Req. \_\_\_\_\_

Minor Proj. Req: \_\_\_\_\_

Major Capital: \_\_\_\_\_