**Facilities & Planning**



Request for Planning

Building Renovation & Construction

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_

SECTION I – PLAN/PROPOSED PROJECT INITIATION

Check One: Check One:

Project Classification Project Sub-Classification

□ Renovation □ Academic

□ Construction □ Administrative

□ Demolition □ Auxiliary

Earliest Date Space Available for Work: □ Campus Infrastructure

Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Foundation

Description of Purpose for Plan/Proposed Project

(INSTRUCTIONS: Provide in this space a succinct description of the plan/proposed project including how it is associated with departmental goals and objectives and the University mission overall. Clearly identify facilities changes including building name, room numbers, the amount of additional space to be provided and any other pertinent information. Provide any attachments)

F&P Use Only

Request for Planning Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

F&P Design & Construction Personnel Date

Capital Planning Steering Committee Review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson Date

Organization & Funding Committee Review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson Date

Executive Capital Planning Review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SRU Senior Administration Date

Presidential Approval/Disapproval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SRU President Date

SECTION II – PLAN REQUEST EVALUATION/APPROVAL PROCESS

Under the University’s facilities governance structure for planning, requests for capital planning will be evaluated at the F&P Plans/Proposed Project Meeting and submitted to the Capital Planning Steering Committee and the Organization & Funding Steering Committees for more detailed evaluation including technical and logistics matters, budgetary impact and funding identification, followed by review of the Executive Capital Planning Committee and ultimately to the SRU President for final approval. Presidential approval constitutes the plan becoming an active project to be managed by the F&P Design & Construction Office.

SECTION III – REQUEST FOR PLANNING SUBMISSION

Upon completion, submit this form to F&P Design & Construction as follows:

* Save the completed form to the hard drive of your desktop or laptop computer; include the date of creation in the filename.
* Submit the request for planning form as an attachment along with any other supporting documentation relative to the request via email to [facilities@sru.edu](mailto:facilities@sru.edu). Requests for planning will go to the Executive Director for Planning and the Director of Design & Construction
* You will receive an email reply when your request for planning has been received, and when the requested plan has been approved as an active project (information to include the F&P work order number and a link so you may follow the progress of the project will provided to the Requestor).

July 1, 2015

Revised July 2021