

REQUEST FOR PROJECT AND/OR SPACE PLANNING

Date:	College/Department:
Title of Need:	

Description: Provide details of the proposed or requested project and/or space need. Provide specifics such as number of offices, estimates square feet, etc. Provide attachments as needed.

Goals/Objectives: How is the request associated with the organizational goals/objectives and Slippery Rock University's overall strategic plan/academic/master plan? Provide attachments as needed.

Stakeholder Preliminary Approval of Request – Please Sign Below
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REQUESTOR/ADVISOR (if app)	CHAIRPERSON/SUPERVISOR	DEAN/DIRECTOR	CABINET MEMBER
email address	email address	email address	email address
Dean/Director – Please indicate priority level and any additional comments:		High	Medium
		Low	
Additional Comments/Notes:			

Fund Center:	Fund Reservation, if applicable:	Percent Split, if applicable:	%
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Note: Funding can be revised if/when requested plans proceed.

APPROVAL PROCESS:

- Requestor shall submit the fully executed and signed Request for Project and/or Space Planning form via email to facilities@srp.edu.
- Attach any supporting documentation related to the request (i.e., photos, diagrams, etc.).
- Submission of a completed Request for Project and/or Space Planning to F+P does not guarantee that the request has been approved.
- Space Planning Requests** will be distributed to the Campus Space Planning Committee (CSPC) for further discussion. The CSPC will review and make a recommendation to Cabinet. Stakeholders will be notified upon Cabinet's approval/denial.
- Project Planning Requests** will be distributed to the Design & Construction team, who will reach out to you for additional discussion to refine scope definitions.

STUDENTS: Please coordinate with your Advisor, and/or the Cooperative Activities Business Manager, prior to completing a request.

CSPC:	Approved	Denied	Date:	CABINET:	Approved	Denied	Date:
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FACILITIES USE ONLY:	Project Planning	Space Planning	Maintenance/Work Order	Special Project
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