**Project Description**

|  |  |
| --- | --- |
| **Brief description of project:** | *Please provide a short paragraph describing this project.* |
| **Project justification:** | *Briefly describe why this project is needed* |

**Building Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Building Number** | *0000* | **Building Name** | *Sample text* | | |
| **No. of Stories** | *0* | **Building Area (gsf)** | *00,000* | **Construction Date** | *0000* |
| **Primary Use of Building** | *Explain what the building is used for here* | | | | |
| **Briefly describe date(s) and extent of previous renovation(s)** | *0000 This text is provided as an example for completion of the form* | | | | |
| **Describe present condition of the building interior/exterior and structural system/walls** | *This text is provided as an example for the completion of the form* | | | | |

**Roof Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Roof Age** | *0 years* | **Roof Area (sf)** | *00,000* |
| **Type of Warranty** | *0 years* | **Warranty Valid Thru** | *0000* |
| **Describe present condition of the roof, flashing, parapet, etc.** | *This text is provided as an example for the completion of the form* | | |

**Proposed Renovation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Floor area to be renovated (gsf)** | *50,000* | **If partial, will building remain in use during construction?** | *Yes / No* |
| **Describe the proposed renovation.** | *This text is provided as an example for the completion of the form* | | |
| **List functions/programs currently housed in the building and describe relocation plans.** | *This text is provided as an example for the completion of the form* | | |
| **List new/proposed functions for the renovated space and indicate current location.** | *This text is provided as an example for the completion of the form* | | |
| **Has the presence of hazardous materials been investigated? If so, describe the extent and estimated cost of required abatement.** | *This text is provided as an example for the completion of the form* | | |
| **Describe the extent of any site work required, i.e. utilities, parking, etc.** | *This text is provided as an example for the completion of the form* | | |
| **Describe how the building’s HVAC systems will be impacted as a result of the renovation.** | *This text is provided as an example for the completion of the form* | | |

**For Building Systems, Utility, Energy or Infrastructure Project Complete the Following:**

|  |  |
| --- | --- |
| **Area to be upgraded (lf)** | *This text is provided as an example for the completion of the form* |
| **Describe the extent of the systems, utility or infrastructure upgrades or improvements.** | *This text is provided as an example for the completion of the form* |

Provide the following additional information (as applicable):

* Record and Approval Form (for projects above institution’s delegated authority)
* Campus map with building or affected area highlighted or identified
* Copies of pertinent Facilities Condition Assessments
* Photographs showing overview and details of existing conditions
* Planning studies
* Floor plans with overall dimensions and area (existing and proposed, if applicable)
* Environmental assessment reports