



University of Richmond – Facilities Project Request Form

Tracking # _____

Step 1) Please complete this form to request project scope of work and/or estimate. After completion, please forward to your Dean/VP/AVP for signature.

(This form may also be used to request new office furniture funded through new faculty start-up agreements and non-repairable replacement furniture for department assigned spaces).

Step 2) Once signed, the department chair will email this form to the Projects Facilities mailbox projectrequests@richmond.edu Once received, a Project Manager/Interior Designer will contact the requestor with an appointment date/time to discuss initial request.

Requestor Information

Name: _____ Phone Ext: _____ Date: _____

Department: _____

Type of Project

- | | |
|---|---|
| <input type="checkbox"/> Interiors/Architecture | <input type="checkbox"/> Landscape/Paving |
| <input type="checkbox"/> HVAC/Plumbing/Electrical | <input type="checkbox"/> Other |

Building/Site Name: _____

Room Number(s)/Area: _____

Funding Source (*if known*): Department Funded Capital Project Consider Surplus Items Only

Amount Available: _____

Project Description (*be detailed & attach plans, sketches, specifications or any other additional information as relevant*):

Requested Completion Date: _____

Project Approvals - Required

Dean/VP/AVP Print Name: _____

Dean/VP/AVP Signature: _____

Date: _____