



Planning and Projects

Project Request Form

(please complete this form for renovation or remodeling projects)

Date

Requestor

Phone Number

Project Location: Building

Room Number

Project Description (please state purpose and general needs, attach additional pages as needed)

Date Needed

Funding Source (if applicable)

Project Contact Phone Number

APPROVALS

Department Head

AVP

VP

Return form to Don Akerland, Planning and Projects

500 El Camino Real
Santa Clara, CA
95053-0815
PH: 408-554-4987

Project Request Process

Please review the following directions for submitting a request for a renovation or remodeling project.

1. Complete the Project Request Form
 - a. Identify the requestor for this project or the person completing this form, include the person's phone number.
 - b. Identify the building the project is to take place in.
 - c. Identify the room or area of the proposed project.
2. Describe the purpose and general needs for this project. This will be used to understand the specific department or school need and how it supports it's mission and the University. Use additional pages if needed.
3. Indicate the date the project needs to be completed.
4. If this is a project funded by a grant, gift, or other sources, please identify as completely as possible.
5. Identify the primary contact for this project. This should be the person who has the most knowledge about this project and who will be the day to day coordinator for the user.
6. Provide the necessary signatures of approval for this project. These include the dean or department head of the user and the divisional vice-president or Provost. The previously identified persons will need to review the project and approve it, prior to going to the Vicepresident for Administration and Finance for funding source and project approval.
7. Contact Planning and Projects, at 554-4987, with any questions.