

CAMPUS SERVICES PROJECT APPROVAL FORM

Project Title: _____

Work Request #: _____

SECTION A - PROJECT REQUESTOR/COORDINATOR CONTACT INFORMATION

Name: _____

Address: _____

Email: _____

Telephone: _____

Cell: _____

Fax: _____

SECTION B - PROJECT INFORMATION

Request Date: _____

Requesting Department: _____

Contract Professional(s): _____

SECTION C - PROJECT OVERVIEW AND SCOPE

Project Scope and Program: _____

Gross Square Footage: _____

Proposed Location: _____

Relationship to Existing Facilities: _____

SECTION D - BUDGET AND FUNDING INFORMATION

Estimated Amount of Construction/Renovation: _____

Estimated Amount of Annual O&M: _____

Funding Source(s) for Construction/Renovation: _____

Funding Source of Annual O&M: _____

SECTION E - APPROVALS

Vice President for Campus Services

Date

Executive Vice President and Provost

Date

Vice President for Budget and Planning

Date

President

Date

INTERNAL USE ONLY

IHL #: _____ BOB #: _____ PDC #: _____ WR #: _____

CAMPUS SERVICES PROJECT APPROVAL FORM

Project Title:

Work Request #:

Requestor _____ Date _____

Requestor Dean/Department Head/Director _____ Date _____

Requestor Vice President _____ Date _____

SECTION F - MPDAC APPROVAL - completed by Associate Director Planning, Design & Space Management

Requires Space Needs Report? YES NO

MPDAC Scope, Site and Program Approval Date: _____

Requires Master Plan Committee Approval? YES NO

MPDAC Schematic Design Approval Date: _____

Assoc. Dir. Planning, Design & Space Mgmt. _____ Date _____

SECTION G - CAMPUS SERVICES RECOMMENDATIONS

Assoc. Director of Con. & Budget Analysis _____ Date _____

Director of Planning, Design & Con. _____ Date _____

Assoc. Director, Engineering Services _____ Date _____

Director of Facilities Management _____ Date _____

Director of Parking and Transit _____ Date _____
(AS APPLICABLE)

Assoc. Director, Business Operations _____ Date _____

Assoc. Director, Campus Landscape _____ Date _____
(AS APPLICABLE)

Executive Director of Campus Services _____ Date _____

IMPORTANT NOTES

1. Construction must be performed by a licensed contractor or MSU Facilities Management.
2. Projects must fully comply with MSU Design and Construction Standards.
3. Projects requiring Master Plan Committee Approval must complete **all steps** of the Master Plan Approval Process.
4. OPDCA must approve final construction documents; prior to any construction!
5. Projects must meet 2012 IBC & 2010 ADAG.
6. Projects in excess of \$75,000 must be designed by a professional licensed in the State of Mississippi.