



## Interior Design - Non-capital Project Request Form

This form is to be used to request planning, design and construction services for projects defined as non-capital (total project cost less than \$1 million dollars). This form **must** be submitted by the **department administrator** (Chairperson, Director, etc.). For academic/ research projects, the Unit Dean/Director and Provost must sign the form before it is sent to Facilities. For administrative support or auxiliary projects, the Division Director and appropriate Assistant/Associate Vice President must sign the form before it is sent to Facilities. The Non-Capital Renovation Review Committee will review requests for final approval and will notify the requestor of the committee’s recommendation.

Non-Capital Project Requests are accepted twice per year as follows: January 15th for projects desired for construction during the following summer and June 15<sup>th</sup> for projects desired for construction during the following winter break. Should schedule / project work load allow, Facilities will make every attempt possible to move projects through the process sooner; that said, no promises can be made and projects will be addressed in the order in which they are received. Requests should be made as early as possible to secure authorization to move forward and to secure a place in the queue

**For Projects Involving Interior Spaces:** Existing space allocated to a department must be utilized as effectively as possible to support growth needs. Physical changes must increase efficiency and effectiveness/functionality of existing spaces; consideration will not be given to requests that significantly reduce the efficiency of space. If a new space assignment is required to accomplish the renovation, approval for that new space assignment must be obtained from the University’s Space Administration Committee (SAC) prior to submission of a Non-Capital Project Request Form. Space Request Forms can be found at the following web address: <http://facilities.gmu.edu/space/SpaceForms.htm>.

### **Section I - Requestor Information (Department Chairperson/Director)**

**Name (Primary Point of Contact):** \_\_\_\_\_

**Dept./Unit:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

### **Section II - Location of Work**

**Campus:**  Fairfax       Prince William       Arlington       Other \_\_\_\_\_

**Interior Work:**

Building Name: \_\_\_\_\_ Floor #: \_\_\_\_\_

Room #/s: \_\_\_\_\_ (list all rooms affected)

Is all space currently assigned to your Department or Unit? **Y** **N** Circle One – If not please complete space request process prior to execution of this form – Space Request forms found here:

<http://facilities.gmu.edu/space/SpaceForms.htm>

**Section III - Description of Work - Narrative Description of Work being requested:**

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Please attach any sketches, special requirements or information that would be useful in describing the work requested.

Furniture requirements :		
<input type="checkbox"/> New		<input type="checkbox"/> Relocation
<input type="checkbox"/> Existing		<input type="checkbox"/> Reconfiguration
Description	Quantity	Site Status
cubicles		<input type="checkbox"/> New building <input type="checkbox"/> Existing Space <input type="checkbox"/> Renovation
Offices		
Conference Rooms		
Seating		
Filing		
Desired Project completion dates:		

**Section IV - Project Justification**

Please provide a brief narrative justification of need for this renovation/improvement project:

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Please categorize your request as consistent with the priorities set forth by the University:

- Strategic Goals       Centers of Excellence       Cross Unit Programming/Collaboration  
 Regional Campus       Enrollment Growth       Sponsored Research Growth  
 Development or Private Funding  
 Infrastructure – including Emergency, ADA Improvement, EHS Violation  
 Other: \_\_\_\_\_

Have you considered alternatives to this project? If so please briefly explain:

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**Section V - Schedule Requirements**

Does this project have Critical Schedule Requirements? Y  N  Circle One - if Yes, explain:

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Do you have a desired timeline for completion?:

- Summer Break 20\_\_\_\_  Fall Semester 20\_\_\_\_  
 Winter Break 20\_\_\_\_  Spring Semester 20\_\_\_\_  other please explain:

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**Note:** Please keep the following estimated time lines in mind when describing project schedule requirements:

- Project requests should be received no later than January 15th to secure a space in the queue for the following summer; requests should be received no later than June 15<sup>th</sup> for projects desired during the following winter break.
- Project scope less than \$100K take approximately 4-6 months to complete once approved
- Projects scope between \$100K and \$500K take approximately 6 to 9 months to complete once approved
- Projects scope over \$500K vary widely based on specific requirements

Please indicate negative impact if project request is not approved or completed in the timeline outlined in this request:

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**Section VI - Funding Sources (This section must be completed)**

Please indicate current funds (\$) available for this project execution: \_\_\_\_\_

**Note:** Please keep in mind that project costs include everything from planning for the work with an architect or engineer to the actual construction, inspection of work, furniture purchase/install, move expenses, etc. The cost of renovation work typically ranges from a low end of \$50 per gross square foot for simple office spaces to upwards of \$175 per gross square foot for more complicated work.

Budget Code for Project Expenses: \_\_\_\_\_ (charges will not be incurred until the project is fully authorized to proceed)

Source of Funds for this work:

- Grant Funds  General Fund  Non General Fund  Self-Generated Revenue  
 Student Fee  Private Funds (Gifts or Fundraising)  
 Other \_\_\_\_\_

Please indicate if there is sensitivity to the timing of use of these funds, carry forward etc.

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**Section VII - Approval Process**

**Unit Dean/Director and Provost (for Academic Unit and Research projects):**

<p><i>I have reviewed this request and verify that there is sufficient justification for this renovation project. I also verify that the department/unit has sufficient budget funds available to pay for all costs associated with this requested renovation project.</i></p>	/
	Signature of Unit Dean/Director <span style="float: right;">Date</span>
	Print Name: _____
	/
	Signature of Provost <span style="float: right;">Date</span>
Comments: _____	

**Unit Director and Assistant/Associate Vice President or Vice President (for Administrative, University Life, or Auxiliary projects):**

<p><i>I have reviewed this request and verify that there is sufficient justification for this renovation project. I also verify that the department/unit has sufficient budget funds available to pay for all costs associated with this requested renovation project.</i></p>	/
	Signature of Unit Director <span style="float: right;">Date</span>
	Print Name: _____
	/
	Signature of Asst./Assoc.VP or Vice Pres. <span style="float: right;">Date</span>
Comments: _____	

**Note: Only requests with appropriate approval signatures will be considered for review and execution.**

**Submit Completed Form to: Debbie Brady ([dbradv3@gmu.edu](mailto:dbradv3@gmu.edu)) or Talia Garit ([tgarit@gmu.edu](mailto:tgarit@gmu.edu))**

<p><b>For Non-Capital and Maintenance Projects Team Use Only:</b></p> <p>Project Request #: _____ Date Received: _____</p> <p>Non-Capital Project Review Committee Meeting Date and Recommendation: _____</p> <p>Department/Unit Notified of Decision: _____ (Date)</p> <p>PM Assigned: _____</p> <p>Campus Planning Staff Assigned: _____</p> <p>Director of Campus Planning (signature): _____</p> <p>Assistant Director, Renovations (signature): _____</p>
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