



Environmental Graphic Design - Non-Capital Project Request Form

Please fill out this form to request planning, design and implementation services for projects defined as non-capital (total project cost less than \$1 million dollars). This form is used for establishing projects and tracking the progress of work during the entire life of the project and *must* be submitted by the *department administrator* (Chairperson, Director, Space Liaison, etc.).

Work cannot begin without the submission of this completed form.

Environmental Graphics Projects: *Environmental Graphic Design* *Services* are defined as projects encompassing Mason’s public spaces (Interior and Exterior) which include Signage and Wayfinding, Graphics, Donor Recognition Programs, Interpretive Exhibits, coordination and planning of Public Art Displays (in consultation with the University Curator), seasonal or event pageantry and other non-signage elements such as banners, fence screens and large format graphics which will enhance the built environment, create a stronger sense of place and support the Mason brand.

For Projects Involving Interior Spaces (spaces within facilities): Spaces allocated to a Department/Program, Unit, School and/or College are expected to be utilized as effectively as possible. Physical changes must enhance the physical environment of these spaces. For modifications and enhancements to student spaces, review and approval by the University’s Student Space and Services Administration Committee (SSSAC) may be required. Projects exhibiting or impacting the Mason “brand” on a campus-wide basis will require review and approval by the University’s Office of Communications and Marketing.

For Projects Involving Exterior Spaces (spaces outside of enclosed facilities): Requests for modifications and enhancements to exterior space requires approval by the University’s Land and Building Committee, and may require further approval by SSSAC (where applicable). Requests should be submitted to the University’s Environmental Graphic Designer (jforgy@gmu.edu) for review, and will be added to the following Land and Building Committee’s meeting agenda for review/approval. An EGD Non-Capital Project Request Form will not be executed until LBC has approved the use of the exterior space outlined in the Non-Capital project request. As with interior spaces, projects exhibiting or impacting the Mason “brand” on a campus-wide basis will require review and approval by the University’s Office of Communications and Marketing.

For Projects Involving Non-Public Spaces: For spaces *within* Departments/Programs, Units, Schools and Colleges, consultation with the Environmental Graphic Designer can be requested to coordinate EGD Services with Interior Design components including finishes, architecture and furniture to enhance the physical environment within those spaces.

Section I: Requestor Information (Department Chair/Director/Space Liaison)

Date of Request: _____
Name (Primary Point of Contact): _____
Dept./Unit: _____
Phone Number (s): _____ Email: _____

Section II: Location of Requested Work

Campus (please circle or highlight) Fairfax Prince William Arlington Other _____

Interior Work:

Building Name: _____ Floor #: _____

Room #(s): _____ (list all rooms affected)

Exterior Work:

Building Name and Location on Building (if building mounted): _____

Exterior Site Location: _____

Section III: Project Description

Unit Relocation Unit Reconfiguration within existing space

New Signage/Graphics Design Update/Re-Design Existing Signage/Graphics

Identification Signage Wayfinding Signage Graphics Donor Recognition Exhibit Design/Display

Banners/Pageantry Other (please describe): _____

Scope Of Work: _____

Section IV: Schedule Requirements

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

Do you have a desired timeline for completion? _____

Summer Break 20 Fall Semester 20 Winter Break 20 Spring Semester 20

If other please explain:

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

- Design time can vary from 4 weeks to 6 months depending on the scope of the project. The typical structure for planning, design and implementing a project is as follows: Programming/Schematic Design, Design Development, Design Intent, Procurement of Bids and Bid Negotiation, Shop Drawings/Submittals, Fabrication, Installation, Punch List.
- Committee review and approval where required.
- Jurisdictional review and approval where required.
- Fabrication and installation time can range from 3 weeks to 4 months depending on the scope and complexity of the project. Actual fabrication and installation schedules will be provided by the fabricator.

Section V: 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, engaging outside consultants (if necessary), fabrication and installation. Jurisdictional review and approval and associated costs may be needed in some instances. A budget estimate will be provided during the Programming/ Schematic Design Phase at which time the project may be continued or put on hold pending procurement of funding.

Budget Code: _____ (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.

Section VI: Approvals

Requestor:

<i>I have reviewed this request and verify that there is sufficient justification for this EGD 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>	_____ Signature of Space Liaison	_____ Date
	Print Name: _____	
	_____ Signature of Dean or Vice President	_____ Date
Comments: _____		

Vice President for Communications and Marketing (as required; see above):

<i>I have reviewed this request and verify that there is sufficient justification for this EGD project to proceed.</i>	_____ Signature of Unit Director	_____ Date
	Print Name: _____	
	_____ Signature of VP Comm. & Mktg.	_____ Date
Comments: _____		

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

Submit Completed Form to: John Forgy (jforgy@gmu.edu)

For Environmental Graphics Project Team Use Only:

Project Request #: _____

Date Received: _____

Project Review Committee Meeting Date and Recommendation:

Department/Unit Notified of Decision (Date): _____

PM Assigned: _____

Campus Planning Staff Assigned: _____

Director of Campus Planning (signature): _____

Assistant Director, Renovations (signature): _____