



Environmental Graphic Design - Non-capital Project Request Form

This form is to be used to request planning, design and implementation 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 Review Committee will review requests for final approval, and will notify the requestor of the committee’s recommendation.

Non-Capital Project Construction and Renovation Requests are accepted twice per year as follows: January 15th for projects desired for construction during the following summer and June 15th 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

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

For non-public spaces (spaces *within* Departments/Programs and Colleges), consultation of an 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 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>

Exterior Work:

Building Name (if building mounted/associated): _____

Location: _____

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

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

Type of Project :		
<input type="checkbox"/> New	<input type="checkbox"/> Relocation	
<input type="checkbox"/> Update/Re-Design	<input type="checkbox"/> Reconfiguration	
Description	Quantity	Site Status
Identification Signage		<input type="checkbox"/> New building/Space
Wayfinding Signage		<input type="checkbox"/> Interior
Large Format Graphics		<input type="checkbox"/> Exterior
Donor Recognition		
Banners		
Exhibit Design/Display		
Desired Project completion dates:		
Additional Design or Project Information:		

Section IV - Project Justification

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

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:

Section V - 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____ other please explain:

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 15th for projects desired during the following winter break.
- Design time can vary from 4 weeks to 4 months depending on the scope of the project. The typical structure of 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.
- 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.

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

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, engaging outside consultants (if necessary), fabrication and installation. Jurisdictional review and approval may also 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 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.

Section VII - Approval Process

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

<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>	/
	Signature of Unit Dean/Director Date
	Print Name:
	/
	Signature of Provost Date
Comments:	

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

<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>	/
	Signature of Unit Director Date
	Print Name:
	/
	Signature of Asst./Assoc.VP or Vice Pres. Date
Comments:	

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

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

For Non-Capital and Maintenance Projects Team Use Only:

Project Request #: _____ Date Received: _____

Non-Capital 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): _____