

For Facilities Use Only

Project Name:

Project #:

MINOR PROJECT REQUEST FORM

Instructions: This form should be completed for **all projects under \$50,000** and must be **initiated and completed within the same fiscal year**. This completed form should be signed by the Dean/Director and then e-mailed to facilities@mtu.edu.

Project Location / Space Information

Building:

Room/Floor/Area: _____

Project Requester: _____

Space / Infrastructure (infrastructure includes plumbing, heating, lighting)

1. Are you adding new space? Yes No
2. Are you remodeling or changing existing space? Yes No

Will this space require technology upgrades or modifications? YES NO

Equipment

1. Will installation require space changes or additions?
Yes No

2. Will installation require new infrastructure? (such as plumbing, heating, lighting, etc) Yes No

Project Description

Please provide a detailed description of the request, including specific requirements needed to estimate overall costs, or (attachments will show up under the paperclip icon on the left sidebar)

Goals, Objectives and Alignment with University Strategic Plan

Please provide a detailed description outlining the strategic importance, financial benefits, urgency, and quality enhancements of the project, how it aligns with the Tech Forward Initiatives or (attachments will show up under the paperclip icon on the left sidebar)

Project Funding

Funds for these projects should be available or expected within the current fiscal year.

Planned Funding Source	Index Number (if applicable)	Amount	Check if funds are currently available?
Grant Funds			<input type="checkbox"/>
Internal Funds			<input type="checkbox"/>
External Funds			<input type="checkbox"/>
MTF/Donations			<input type="checkbox"/>

Dean/Director approval required after all items above are completed.

Dean/Director Title	
Dean/Director Electronic Signature:	

SAVE

Please email saved form to facilities@mtu.edu

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Estimate File # _____

Project Engineer Assigned:

Preliminary Estimate:



Full Project Estimate

PROJECT NOTES: