

PROJECT INITIATION REQUEST FORM

Hardy Street Extended Parking Lot Phase II

SECTION A - PROJECT USER COORDINATOR CONTACT INFORMATION

Name _____
Address _____

Telephone _____
Fax _____
Mobile Phone _____
Email _____

SECTION B - OTHER PROJECT REQUEST INFORMATION

Date of Request _____
Requesting User Group/Dept. _____
Professional _____
INTERNAL USE ONLY IHL # _____
BOB # _____
CPC # _____

SECTION C - PROJECT OVERVIEW AND SCOPE

Gross Square Footage NA Proposed Location _____
Space Utilization Report Attached? YES ___ NO NA If no, explain why the report was not necessary _____
Program of Requirements (POR) _____
(supporting documentation may be attached) _____
Relationship to Existing Facilities _____

SECTION D - BUDGET AND FUNDING INFORMATION (Additional Detail Provided on Next Page)

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 - RECOMMENDATIONS

Date: _____ Date: _____
Executive Director of Facilities Date: _____ Chief of Staff Date: _____
Jim Jones _____ Michael J. McGrevey _____