

UNIVERSITY of **HOUSTON**

PLANT OPERATIONS

Capital Renewal & Deferred Maintenance (*CRDM*)

PROJECT REQUEST FORM

Business Services Only Request # :

Project Title	
Building #	Building Name
Emergency or Immediate Funding* Yes No	Managing Shop/Area
New Funding Request* Yes No	Add Funding to Project #
Project Description/Scope (<i>attach any estimate prior to request</i>):	

Plant Ops Use Only

Desired Construction Start Date	Desired Completion Date	Contract Date	
*If Emergency Provide Justification and impact on business continuity:	Shop Request:	Purchased Material & Services	
		In-House Labor	
		Contingency	
		Admin Fee (as applicable)	
		Total Estimate	

Requested By:	Date	Director:	Date
Department Contact:	Date	Division Administrator:	Date
Project Manager Assigned:		Executive Director, Facilities Management:	
Project Number Assigned:			
Funding Source:			
Submit completed Project Request Form to: George Rea, CRDM Program Coordinator E-mail: grea@central.uh.edu			