

**UNIVERSITY OF HOUSTON SYSTEM
PROJECT REQUEST FORM**

OWNER REFERENCE #: _____

COMPONENT:

- ☐ UH ☐ UH-System
☐ UH-Clear Lake ☐ UH-Victoria
☐ UH-Downtown

REQUEST: (Check all that apply---Definitions are included on the reverse side)

- | | |
|---|----------------------------------|
| <input type="checkbox"/> New Construction | [Complete Sections I-II & V] |
| <input type="checkbox"/> Additions | [Complete Sections I-II & V] |
| <input type="checkbox"/> Repairs or renovations of an area | [Complete Sections I-II & V] |
| <input type="checkbox"/> Exterior building modifications (i.e., signage, landscaping) | [Complete Sections I-II & V] |
| <input type="checkbox"/> Naming of facilities (i.e., room, building) | [Complete Sections I-II & V] |
| <input type="checkbox"/> Change of use of space | [Complete Sections I-II & V] |
| <input type="checkbox"/> Additional space needs | [Complete Sections I-II, IV & V] |
| <input type="checkbox"/> Off-campus rental authorization | [Complete Sections I-II, IV & V] |
| <input type="checkbox"/> Other: _____ | |

I. DESCRIPTION OF REQUEST:

Building Name: _____ Room #: _____
 Requested Start Date: _____

Detailed description of request (attach additional pages and sketches, if necessary)

II. JUSTIFICATION OF NEED: *(Please indicate what the need is, how the space will be utilized differently, and how that request would benefit the university. If intended use of space is research, please provide the following: # of projects conducted in research space, # of faculty members who use the space, amount of sponsored research awards for current and last fiscal year, and # of graduate students who use space. If intended use of space is instructional, please provide the following; # of classes that take place in space and # of students that use space.)*

III. REQUEST FOR CHANGE OF USE SPACE

<u>Building/Room #</u>	<u>Current Type of Space (See Definitions)</u>	<u>Proposed Use of Space (See Definitions)</u>

III. REQUEST FOR SPACE OR OFF-CAMPUS RENTAL

<u>Type of Space Required</u>	<u>Dates</u>	<u># of Rooms</u>	<u>Approx Sq Ft</u>	<u>Location Preference</u>

V. REQUESTING DEPARTMENT: _____

CONTACT PERSON: _____ **PHONE #:** _____

E-MAIL ADDRESS: _____ **MAIL CODE:** _____

I hereby request a preliminary estimate of this project.

Requestor's Signature **Date**

VI. PROJECT APPROVALS:	
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Requestor	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Date
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Manager and/or Department Chair (if applicable)	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Date
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Dean and/or Director (if applicable)	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Date
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Provost/Vice President	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Date
VI. RECOMMENDED ACTION: <i>(For use by Facilities Planning and Construction Only)</i>	
<input type="checkbox"/> Campus Facilities Planning Committee (UH Only)	<input type="checkbox"/> To Campus Space Committee (UH Only)
<input type="checkbox"/> To Facilities Planning and Construction	<input type="checkbox"/> To Facilities Maintenance and Operations (UH Only)
<input type="checkbox"/> Project Planning Form (Phase I Conceptual) <input type="checkbox"/> Other	
BY: _____ <div style="display: flex; justify-content: space-between;"> Executive Director, Facilities Planning and Construction Date </div>	

DEFINITIONS:

1. FOR PLANNING and reporting purpose, facilities-related projects are classified within the following project types¹:
 - a) New Construction -- construction of a new building on a site where no building had previously existed or where a building has been demolished. Additions to existing buildings are not considered new construction.
 - b) Additions -- additions to existing buildings that will expand the available square footage of the structures.
 - c) Repair and Renovation (R&R) -- a project in which a portion of the building is renovated. The classic R&R project involves gutting an existing building and replacing electrical, plumbing, heating, ventilation, and air conditioning systems and other major components. In practices, most R&R projects are more limited.
 - d) Routine maintenance (UH only) -- ordinary activity necessary to maintain building functionality. Typical routine maintenance projects include painting walls, replacing floor coverings, repairing non-functional plumbing fixtures and similar activities. (requests for routine maintenance should be scheduled through Work Control at FIX-IT or 3-4948.)
 - e) Infrastructure -- construction of streets, sewers, electrical systems, steam tunnels and other facilities necessary to operate the physical plant.
 - f) Land Acquisition -- purchase of land, with or without a building structure. A typical land acquisition project involves purchasing a house and lot adjacent to a campus, with the intent of demolishing the house and using the lot for parking.
 - g) Lease Space -- building space leased from other entities. Institutions typically lease space to provide space for new programs while permanent space is being constructed and for short-term projects when permanent space is not cost-effective.

2. Types of Space: General Purpose Classroom, Teaching Laboratory, Research Laboratory, Computer Lab, Office-Faculty Office-Administrative, Office-Graduate Assistant, Office Clerical, Physical Plant, Student Services, Auditorium/Theatre, Recreation, Student Union/Organization, Housing, Athletics, Conference, Non-University.

¹Texas Higher Education Coordinating Board, "A Sum of Campus Master Plans 1998-2002", March 1998.