



**The University of Vermont**  
**Renovation / Construction\***  
**Project Request Form**

*\*This form can be submitted to request project estimates, renewal, renovation/construction work, interior design services, signage/wayfinding projects, etc.*

Email the completed and signed form as follows:  
 TO: Paula.Carlaccini@uvm.edu  
 CC: arch@uvm.edu, Joanna.Birbeck@uvm.edu

**1 Describe Project, Program and Identify Funding**

Building Name \_\_\_\_\_ Project Title \_\_\_\_\_

Person to Contact \_\_\_\_\_ Department \_\_\_\_\_ Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

***Need of Project: (Please identify facilities safety or ADA concerns that this project is intended to address)***

***Description of Program and Scope Definition:***

**Request Estimate Only**

***Description of Proposed Funding:***

Department Head \_\_\_\_\_ Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

*Please do not password protect the form when digitally signed so that the subsequent signatories are able to sign electronically*

Signature of Department Head \_\_\_\_\_ Date \_\_\_\_\_ Date Needed \_\_\_\_\_

**2 Dean V.P. Priority Level**  High  Medium  Low

*Chartstring must include project number for PDC to assign a project manager*

Signature of Dean \_\_\_\_\_ Date \_\_\_\_\_

Op Unit	Department	Fund	Source	Function	PC Business Unit	Project	Activity	Program	Purpose	Property
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**3 Planning, Design & Construction (PDC) PDC Planning Staff Review**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**4 Provost/Vice President**

Signature of Provost/Vice President \_\_\_\_\_ Date \_\_\_\_\_

***Support of Strategic Plan:***

**Describe how the project supports the following areas of the strategic plan:**

1. Recruit and support students on campus.
2. Increase the quality of the educational experience in and out of the classroom.
3. Support faculty scholarship and research.
4. Provide service to benefit the university, the state, the nation and the world.
5. Support the continued viability of UVM.

***Describe the qualities, conditions, and/or deficiencies of the space that will be impacted by this project.***