



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.*

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

Signature of Department Head

Date

Date Needed

2 Dean V.P.

Priority Level

High

Medium

Low

Chartstring Information Below

Signature of Dean

Date

Op Unit	Department	Fund	Source	Function	PC Business Unit	Project	Activity	Program	Purpose	Property

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.