



FACILITIES CONSTRUCTION REQUEST— PRELIMINARY REVIEW FORM

FOR SUBMISSION TO THE UNIVERSITY PRESIDENT, PROVOST & VICE PRESIDENT
FOR ACADEMIC AFFAIRS, AND VICE PRESIDENT FOR ADMINISTRATION & FINANCE



Construction of a university facility is often done via PECO or similar funding from the state, which requires action of the legislature following consideration and approval by the SUS Board of Governors (BOG). An FC Request Form is used to get such a project added to the university's PECO list, before it goes to the BOG. In any case - whether PECO or not - information should be provided here (with attachments if needed) to show why the facility is warranted, with particular reference to the University's Master Plan. If this is accepted, steps will be taken to clarify when and with what priority the project will be pursued and what funding will be requested for it. In any case, the "funding type" must be specified.

When completed, the form should be e-mailed to the Chair or unit head and then to the Dean or Director. After that, the completed form should be e-mailed to SPAA at the address below for further processing.

Requestor: _____ **E-mail** _____
Department: _____ **Office** _____

Dollar total suggested for the project: _____
Approximate size of the facility (sq.ft.): _____

Summary description of the planned purpose and benefit of the facility:

Estimated dollar cost of the project, including its Planning, Construction, and F&E phases:

Under \$500K \$500K to \$2M \$2M to \$10M Over \$10M

Authorization to submit the request

The following authorizations indicate that signatories support the project on basic grounds.
They do not necessarily imply ability or willingness in advance to cover the costs involved.

Authorized?

Head of Requestor's Department: _____ **Date:** _____
Vice Pres. of Requestor's Division: _____ **Date:** _____

Yes	No

Proposed funding type (multiple, if appropriate): E&G C&G CITF Other

TO PROCEED, PLEASE SAVE THIS REQUEST UNDER A FILE-NAME OF YOUR CHOICE AND SEND IT AS
AN E-MAIL ATTACHMENT TO THE OFFICE OF SPACE PLANNING ANALYSIS AND ADMINISTRATION AT:
fi-spaa@mail.ucf.edu

Result of Review

Approved?

Yes	No

Reviewer 1: _____ Date: _____

Remarks:

Result of Review

Approved?

Yes	No

Reviewer 2: _____ Date: _____

Remarks:

Result of Review

Approved?

Yes	No

Reviewer 3: _____ Date: _____

Remarks: