Facilities Management & Planning
UNIVERSITY OF COLORADO **DENVER**

PROJECT REQUEST FORM

Please fill out the form below with as much detail as possible so we can develop an accurate scope of work. Leadership approval is required before submitting a project request.

Once signed, email completed form to **fmpdc@ucdenver.edu**. The Design & Construction (D&C) team will contact the requestor to set up an initial meeting to discuss the project. For more information, visit the **Project Requests website**.

KEY INFORMATION

Request Date:

MM/DD/YY

Requestor Info:

First Name | Last Name | Email | Phone

Department / Unit Name:

Who will be the primary Point of Contact through project completion?

First Name | Last Name | Email | Phone

Who will make final decisions on scope and budget?

First Name | Last Name | Email | Phone

Leadership Approver:

Dean:

For Schools & Colleges

Asst. / Assoc. Vice Chancellor:

For Administration, Finance, Academic, & Student Affairs Units

Version: November 2026

PROJECT OVERVIEW

Denver

Briefly describe your project request.

What type of project will this be? Renovation New Construction

Where will this project be located?

Building(s): Check all that apply.

- Business School (BUS)
- City Heights (RH1)
- CU Denver Building (CUD)
- Lawrence Street Center (LSC)
- Learning Commons (RH1)
- Lynx Crossing (RH2)
- Student Commons (AB1)
- Wellness Center (WC)

Floor(s):

Room #(s):

Is any portion of the project area occupied? YES NO

If yes, what is the plan for the current occupants?

Is the space in the project area currently assigned to your department?

PROJECT DESCRIPTION

Denver

Describe the issue(s) needing resolution and identify the key factors driving this project.

What specific requirements need to be met such as code regulations, or design features?

What is your source of funding? How much are you authorized to spend on the project?

What is the urgency of this project? Are there any critical deadlines we need to consider?

How will this project benefit your department and/or the university?

What additional information do we need to know to help us understand your goals for this project?

SIGNATURES

All parties hereby agree with the content of this document, and also agree and understand that this electronic signature is equivalent to manual/handwritten signatures on the form.

Requester:

Date

Dean:

For Schools & Colleges Date

Asst. / Assoc. Vice Chancellor:

For Administration, Finance, Academic, & Student Affairs Units Date