

Facilities Planning & Plant Operations Project Request Form Process

Modifications to existing campus buildings are outside of the scope of work for the Facilities Planning and Plant Operations staff and are considered “projects.” All facility modifications require appropriate planning and funding. The Project Request Form has been developed to facilitate these requests.

What is considered a project:

Projects include any modification or addition to existing campus buildings, including new furniture or fixed equipment. A project can also be a study, a budget, or a germ of an idea... anything that will require, or can benefit from, design or construction.

What is considered a work order request:

Building components (i.e., doors or plumbing fixtures) or systems (i.e., HVAC or electrical) that need repair should be submitted through Track-It as a work order request.

If you would like to request a project please proceed as outlined below:

- 1) Obtain a copy of the **Facilities Planning & Plant Operations Project Request Form** from the [FPPO Website](#). Complete Section I - Project Description/Request for Estimate of the form and include your signature as well as your Department Head’s signature. Email the form to FacilitiesHelpDesk@cabrillo.edu.
- 2) The project request will be reviewed to determine if the request is valid and acceptable to move forward. FPPO will coordinate obtaining a quote for the work to be done on acceptable requests.
- 3) Approved project requests will have Section II of the form completed by FPPO and sent back to the original requestor. You may be contacted to verify the project scope and schedule. A final project scope, schedule, and budgetary project cost estimate will be provided for review and approval.
- 4) If, upon receiving the quote, the requesting division would like to proceed with the project, they must complete Section III of the Project Request Form including a budget number and department head signature. Resend the form with all 3 sections completed via email to FacilitiesHelpDesk@cabrillo.edu. **NO WORK MAY COMMENCE WITHOUT A FULLY EXECUTED PROJECT AUTHORIZATION FORM.**
- 5) Upon receiving the Project Request form with all 3 sections completed FPPO will complete the project charter and oversee the project from start to completion. A project number will be assigned at this time.
- 6) Following completion of the project the Director of Facilities will complete Section IV of the Project Request Form and send it back to the requesting department.

Completing the Project Request Form

The requester/Project Sponsor is required to complete the following items on the Project Request Form:

- **Date of Request:** Date the project request form was completed with all the required information and submitted to FP&PO.
- **Project Requestor:** The staff/faculty person requesting the project.
- **Department Head Signature:** The executive decision maker and head of the department the requestor belongs to; this signature indicates that the department is aware of the project request and believes it to be a reasonable/acceptable request.
- **Building / Facility:** The building name or number of the proposed project location.
- **Room:** Room number of the proposed project location.

QUESTIONS? Please contact the Help Desk at x6465.